



City of
Mount Gambier

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Mount Gambier SA 5290

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**I hereby give notice that an Ordinary Meeting of Council will be held
on:**

Date: Tuesday, 19 September 2023

Time: 6.00 p.m.

**Location: Council Chamber
Civic Centre
10 Watson Terrace
Mount Gambier**

AGENDA

Ordinary Council Meeting 19 September 2023

**Sarah Philpott
Chief Executive Officer
15 September 2023**

Order Of Business

1	Acknowledgement of Country	5
2	Apologies	5
3	Leave of Absence	5
4	Confirmation of Council Minutes	5
5	Mayoral Report.....	6
5.1	Mayoral Report - September 2023 – Report No. AR23/44840	6
6	Reports from Councillors.....	8
7	Questions with Notice	9
7.1	Question with Notice - Crater Lakes Fire Management	9
8	Questions without Notice.....	10
	Nil	
9	Petitions	10
	Nil	
10	Deputations	10
	Nil	
11	Notice of Motion to Rescind or Amend	10
	Nil	
12	Elected Members Information Briefing Sessions	11
12.1	Elected Member Information/Briefing Sessions from 12/08/2023 to 15/09/2023 – Report No. AR23/44820	11
13	Elected Members Training and Development	23
	Nil	
14	Council Action Items	24
14.1	Council Action Items - 15/08/2023 – Report No. AR23/44830	24
15	Junior Sports Assistance (Section 41) Committee Minutes and Recommendations.....	35
	Nil	
16	Audit and Risk Committee Minutes and Recommendations	36
16.1	Minutes of the Special Audit and Risk Committee held on 11 September 2023 - Go to Attachment	36
16.2	Review of Council Policies - Update – Report No. AR23/59098	36
16.3	Infrastructure Valuation – Report No. AR23/60163.....	38
17	Chief Executive Officer Performance Review Committee Minutes and Recommendations.....	39
	Nil	
18	Building Fire Safety Committee Minutes.....	40
18.1	Minutes of the Building Fire Safety Committee held on 11 August 2023.....	40



19	Council Reports	41
19.1	CBD Activation – Report No. AR23/61998	41
19.2	Crater Lakes Activation Plan – Report No. AR23/62025.....	49
19.3	Event Sponsorship Rotary District 9780 Conference – Report No. AR23/61191	59
19.4	Event Sponsorship CMCA 37th National Rally – Report No. AR23/61405.....	83
19.5	26 January Event and Awards Ceremony – Report No. AR23/62557	104
19.6	2023 Mount Gambier Christmas Parade temporary road closures – Report No. AR23/61632	108
19.7	Sport and Recreation Capital Works Program 2023/2024 - Applications – Report No. AR23/55209	112
19.8	Carry Forward 2022/2023 Capital Work In Progress, Operating Projects and Grants/Sponsorships Budgets – Report No. AR23/36346	125
19.9	Employee Behavioural Standards - Update – Report No. AR23/62861	131
19.10	Policy Reviews – Report No. AR23/59956	135
19.11	Local Government Association - 2023 Conference and Annual General Meeting – Report No. AR23/61008.....	194
19.12	Political Neutrality and Government Relations Policy – Report No. AR23/58117	197
19.13	Crown Land Dedication - Portion of Lake Terrace Cemetery – Report No. AR23/49678	205
19.14	Member Behavioural Management - Review – Report No. AR23/63046	209
19.15	Accounting Policies – Report No. AR23/63869.....	213
19.16	Notice of Rescission - Installation of a Disabled Permit Parking Only Zone - Percy Street, Mount Gambier – Report No. AR23/63887	248
20	Motions with Notice	251
20.1	Notice of Motion - Minister for Transport.....	251
21	Urgent Motions without Notice	253
22	Confidential Items of Committees	253
	Nil	
23	New Confidential Items	254
24	Meeting Close	257
	Committee Minutes and Reports / Attachments	258
	Attachments Item 4 Ordinary Council Meeting - 15 August 2023	259
	Attachments Item 16.1 Minutes of the Special Audit and Risk Committee held on 11 September 2023.....	274
	Attachments Item 16.2 Review of Council Policies - Update.....	277
	Attachments Item 16.3 Infrastructure Valuation	313



1 ACKNOWLEDGEMENT OF COUNTRY

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.

2 APOLOGIES

Nil

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

[Ordinary Council Meeting - 15 August 2023](#)

RECOMMENDATION

That the minutes of the Ordinary Council meeting held on 15 August 2023 be confirmed as an accurate record of the proceedings of the meeting.



5 MAYORAL REPORT

5.1 MAYORAL REPORT - SEPTEMBER 2023 – REPORT NO. AR23/44840

- Meeting with Senator Kerryne Liddle
- Radiation Therapy Working Group Meeting
- Attend 2023 Mount Gambier Science and Engineering Challenge
- Interview – ABC Radio re CBD Parklets
- With CEO and Cr Jenner, meeting with representatives from MFS
- Vietnam Veterans Day Ceremony and Wreath Laying
- 2023 Business Awards
- Virtual Meeting re RDALC Regional Growth Strategy
- UniSA Leaders in Industry Luncheon
- Elected Member Briefing – Discussion on Government Relationships/Political Neutrality Policy
- Elected Member Briefing – Cost Benefit Analysis/Business Case – PLEC and LED Lighting
- Book Week – Reading at McDonald Park School
- With Deputy Mayor, Meeting with Hon Connie Bonaros MLC
- Fortnightly Virtual LCLGA Mayors Meeting
- Elected Member Briefing – Member Behavioural Standards / Support Policy
- Mount Gambier Netball Association – Junior & Senior Presentation evening
- Welcome Speech at Mount Gambier Science Fair
- Radio Interview 5GTR-FM
- Memorial Service for Robyn Campbell
- Dog and Cat Management Plan Consultation
- Morning Tea at Eureka Village
- Elected Member Briefing – Local Affordable Housing Plan Toolkit and Affordable Housing Strategy
- With CEO Meeting with Representatives from Flinders University – Launch of Allied Health Degree Programs in Mount Gambier 2024
- Visit to Council by Year 4 Students – McDonald Park School
- Recognition of International Overdose Awareness Day at Rail Lands
- Pioneers Basketball Club Presidents Lunch
- NBL Pre Season Game
- LGA Principal Member Mandatory Training
- Radiation Therapy Working Group Meeting
- Regional Growth Strategy Meeting – RDALC - Virtual
- Elected Member Briefing – Landscape SA – Karst Springs Presentation
- Elected Member Briefing – SA Council of Social Service (SACOSS) Presentation



- Elected Member Briefing – Operational Matters – Australia Day Breakfast and Awards Ceremony / Contractual Matters
- Mount Gambier Migrant Resource Centre – Connecting Settlement and Community Services Stakeholders Forum
- Introductory meeting with acCare and Melissa Clarke – re Mount Gambier Indigenous Voice to Parliament Forum
- With CEO Meeting with Hon Zoe Bettison MP
- Fifth Birthday Celebrations – Nourish Nook
- Presentations at Grand Final Day – Mount Gambier Netball Association
- With CEO Meeting with representatives from SEAWL
- Special Audit and Risk Committee Meeting
- LCLGA Team Meeting
- Mandatory Elected Member Training Session
- Virtual LGA Principal Member Mandatory Training Session – Behaviour – Public Speaking
- Introductory Meeting with Kate Thomas from Scouts
- LCLGA Mayors Meeting - Virtual
- Rapid Relief Team / Stand Like Stone – Handover New Cool Room Trailer
- LCLGA Audit and Risk Committee Meeting – Virtual
- Open Day Mount Gambier Gem Club
- Business Network Roundtable



6 REPORTS FROM COUNCILLORS



7 QUESTIONS WITH NOTICE

7.1 QUESTION WITH NOTICE - CRATER LAKES FIRE MANAGEMENT

Meeting: Council
CM9 Reference: AF22/378
Member: Paul Jenner, Councillor

The following question on notice was received from Councillor Paul Jenner.

Question

Can Council please be provided with an update on the Crater Lakes Bushfire Management and strategy for the remediation work required to be undertaken?

Response

REPORT RECOMMENDATION

That the response to the question regarding the Crater Lakes Fire Management raised by Councillor Paul Jenner be received and noted.

ATTACHMENTS

Nil



8 QUESTIONS WITHOUT NOTICE

Nil

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil



12 ELECTED MEMBERS INFORMATION BRIEFING SESSIONS






12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 12/08/2023 TO 15/09/2023 – REPORT NO. AR23/44820

Meeting: Council
CM9 Reference: AF22/378
Author: Tahlee Chant, Executive Administrator City and Community Growth
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR23/44820 titled 'Elected Member Information/Briefing Sessions from 12/08/2023 to 15/09/2023' as presented on 19 September 2023 be noted.

ATTACHMENTS

1. Information Briefing Session - Elected Members - Record of Proceedings - 24/08/2023 - Contractual Matters, Personal Information Disclosure for the Information of Councillors and Members Behavioural Standards/Support Policy [↓](#) 
2. Information Briefing Session - Elected Members - Record of Proceedings - 22/08/2023 - Government Relations/Political Neutrality Policy and Cost Benefit Analysis/Business Case - PLEC and LED Lighting and Operational Update [↓](#) 
3. Information Briefing Session - Elected Members - Record of Proceedings - 29/08/2023 - Local Affordable Housing Plan Toolkit and Affordable Housing Strategy and Update on Third Party Confidential Housing Initiative [↓](#) 
4. Information Briefing Session - Elected Members - Record of Proceedings - 05/09/2023 - Landscape SA / Karst Springs Presentation - SACOSS Presentation - Operational Matter / Australia Day Breakfast and Awards Ceremony - 2 Legal Contractual Matters [↓](#) 
5. Information Briefing Session - Elected Members - Record of Proceedings - 12/09/2023 - Mandatory Elected Member Training [↓](#) 



**INFORMATION / BRIEFING SESSION
5:00 PM, THURSDAY, 24 AUGUST 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:00 PM, THURSDAY, 24 AUGUST 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The session described at Item 1. was not open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (d) commercial information of a confidential nature (not being a trade secret) the disclosure of which—*
 - (i) could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.*
- (h) legal advice.*

1. CONTRACTUAL MATTERS

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Sonya Meziniec
Cr Max Bruins
Cr Frank Morello
Cr Mark Lovett
Cr Paul Jenner
Cr Josh Lynagh

Chief Executive Officer
General Manager City Infrastructure

Cr Jason Virgo attended for the final 2 minutes of this portion of the meeting

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Cr Kate Amoroso

Nil

DISCUSSION:

Contractual and legal matters relating to a third party contractual dispute.

The session described at Item 2. was not open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (a) information the disclosure of which would involve the unreasonable disclosure of information concerning the personal affairs of any person (living or dead).*

2. PERSONAL INFORMATION DISCLOSURE FOR THE INFORMATION OF COUNCILLORS

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Sonya Meziniec
Cr Max Bruins

Chief Executive Officer



Cr Frank Morello
Cr Mark Lovett
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo
Cr Kate Amoroso (virtual by Teams)

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Nil

Nil

DISCUSSION:

Impromptu discussion of personal information provided for the information of Councillors in the context of the upcoming discussion under item 3.

The session described at Item 3. was open to the public.

3. MEMBER BEHAVIOURAL STANDARDS/SUPPORT POLICY

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Sonya Mezinac
Cr Max Bruins
Cr Frank Morello
Cr Mark Lovett
Cr Paul Jenner
Cr Josh Lynagh
Cr Jason Virgo
Cr Kate Amoroso (virtual by Teams)

Chief Executive Officer

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Nil

Nil

DISCUSSION:

Mandatory Elected Member training/refresher – Council Leadership Workshop

Strategic Management Framework
Behavioural Standards
Behavioural Management Policy
Council working relationships
Option of developing Behavioural Support Policy

Discussion closed at 7.08 p.m.



**INFORMATION / BRIEFING SESSION
TUESDAY, 22 AUGUST 2023 COMMENCING AT 5:00 PM**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 22 AUGUST 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.

The session described at Item 1 was open to the public.

1. DISCUSSION ON GOVERNMENT RELATIONSHIPS / POLITICAL NEUTRALITY POLICY

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Paul Jenner
Cr Frank Morello
Cr Josh Lynagh
Cr Mark Lovett

STAFF PRESENT:-

Chief Executive Officer
General Manager Corporate and Regulatory Services
General Manager City Infrastructure

MEMBERS APOLOGY:-

Cr Kate Amoroso
Cr Jason Virgo

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Discussion regarding Government Relations and Political Neutrality Policy.

The session described at Item 2 was not open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

(b) information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the Council*

2. COST BENEFIT ANALYSIS / BUSINESS CASE - PLEC AND LED LIGHTING

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Paul Jenner
Cr Frank Morello
Cr Josh Lynagh
Cr Mark Lovett

STAFF PRESENT:-

Chief Executive Officer
General Manager Corporate and Regulatory Services
General Manager City Infrastructure



MEMBERS APOLOGY:-

LEAVE OF ABSENCE:-

Cr Kate Amoroso
Cr Jason Virgo

DISCUSSION:

Discussion on PLEC and LED cost and planning.

The session described at Item 3 was open to the public.

3. OPERATIONAL UPDATE

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Paul Jenner
Cr Frank Morello
Cr Josh Lynagh
Cr Mark Lovett

Chief Executive Officer
General Manager Corporate and Regulatory Services
General Manager City Infrastructure

MEMBERS APOLOGY:-

LEAVE OF ABSENCE:-

Cr Kate Amoroso
Cr Jason Virgo

DISCUSSION:

Discussion on bushfire preparedness and traffic management.

Discussion closed at 6.50 p.m.



**INFORMATION / BRIEFING SESSION
5:00 PM, TUESDAY, 29 AUGUST 2023**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 29 AUGUST 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The session described at Item 1. below was open to the public.

1. LOCAL AFFORDABLE HOUSING PLAN TOOLKIT AND AFFORDABLE HOUSING STRATEGY

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Frank Morello
Cr Mark Lovett
Cr Josh Lynagh
Cr Paul Jenner

STAFF PRESENT:-

Chief Executive Officer
General Manager City Infrastructure
General Manager Corporate and Regulatory Services
Manager Economy, Strategy and Engagement
Manager Library and Community Development

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

- Background to housing issues
- Statistics on housing and economic changes over past 5 years
- Affordable Housing Toolkit process

The session described at Item 1. above will not be open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

- (d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which—*
- (i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.*
- (j) *information the disclosure of which—*
- (i) *would divulge information provided on a confidential basis by or to a Minister of the Crown, or another public authority or official (not being an employee of the council, or a person engaged by the council)*
- (g) *matters that must be considered in confidence in order to ensure that the council does not breach any law, order or direction of a court or tribunal constituted by law, any duty of confidence, or other legal obligation or duty.*



2. UPDATE ON THIRD PARTY CONFIDENTIAL HOUSING INITIATIVE

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Frank Morello
Cr Mark Lovett
Cr Josh Lynagh
Cr Paul Jenner
Cr Jason Virgo (arrived at 5.58 p.m.)

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Cr Kate Amoroso

Nil

DISCUSSION:

- Brief outline of third party housing actions and initiatives.

Discussion closed at 6.37 p.m.



**INFORMATION / BRIEFING SESSION
TUESDAY, 5 SEPTEMBER 2023 COMMENCING AT 5:00 PM**

Ref: AF22/549

**RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 5 SEPTEMBER 2023
Council Chamber, Civic Centre
10 Watson Terrace, Mount Gambier**

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The session described at Item 1 was open to the public.

1. LANDSCAPE SA - KARST SPRINGS PRESENTATION

GUESTS:-

Mr Steve Bourne, General Manager, Limestone Coast Landscape Board
Mr Mark de Jong

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Mezinac
Cr Frank Morello
Cr Paul Jenner
Cr Mark Lovett
Cr Josh Lynagh
Cr Jason Virgo

STAFF PRESENT:-

Chief Executive Officer
Manager Corporate and Regulatory Services
Manager City Infrastructure

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Presentation of Karst Springs Project.

The session described at Item 2 was not open to the public as the matter to be discussed is not a matter to be on the formal agenda of a Council or Committee Meeting.

2. SOUTH AUSTRALIAN COUNCIL OF SOCIAL SERVICE (SACOSS) PRESENTATION

GUESTS:-

Pas Forgione, SA Council of Social Service



- 2 -

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Frank Morello
Cr Paul Jenner
Cr Mark Lovett
Cr Josh Lynagh
Cr Jason Virgo

STAFF PRESENT:-

Chief Executive Officer
Manager Corporate and Regulatory Services
Manager City Infrastructure

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Engagement feedback and observations on Digital Access.

The session described at Item 3. was open to the public.

3. OPERATIONAL UPDATE - AUSTRALIA DAY BREAKFAST AND AWARDS CEREMONY

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Frank Morello
Cr Paul Jenner
Cr Mark Lovett
Cr Josh Lynagh
Cr Jason Virgo

STAFF PRESENT:-

Chief Executive Officer
Manager Corporate and Regulatory Services
Manager City Infrastructure

MEMBERS APOLOGIES:-

Cr Kate Amoroso

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

Operational Update on Australia Day Breakfast and Awards Ceremony.

The session described at Item 4. was not open to the public as the matter to be discussed is of a confidential nature within the ambit of Section 90(3) of the Local Government Act 1999 being:

(b) information the disclosure of which:

- (i) could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*



(d) *commercial information of a confidential nature (not being a trade secret) the disclosure of which—*

(i) *could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party.*

4. OPERATIONAL UPDATE - DISCUSSION ON TWO LEGAL CONTRACTUAL MATTERS

MEMBERS PRESENT:-

Mayor Lynette Martin
Cr Max Bruins
Cr Sonya Meziniec
Cr Frank Morello
Cr Paul Jenner
Cr Mark Lovett
Cr Josh Lynagh
Cr Jason Virgo
Cr Kate Amoroso (virtual)

STAFF PRESENT:-

Chief Executive Officer
Manager Corporate and Regulatory Services
Manager City Infrastructure

MEMBERS APOLOGIES:-

Nil

LEAVE OF ABSENCE:-

Nil

DISCUSSION:

- Contractual and legal matters relating to a third party contractual dispute.
- Contractual arrangement with regard to a service being provided to Council.

Discussion closed at 7.08 p.m.



**INFORMATION / BRIEFING SESSION
MANDATORY ELECTED MEMBER TRAINING
5:00 PM, TUESDAY, 12 SEPTEMBER 2023**

Ref. AF22/549

**RECORD OF PROCEEDINGS
5:00 PM, TUESDAY, 12 SEPTEMBER 2023
INSERT MEETING ROOM, Civic Centre
10 Watson Terrace, Mount Gambier**

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

The session described at Item 1 and 2 was not open to the public as the matter to be discussed is not a matter to be on the formal agenda of a Council or Committee Meeting.

1. MANDATORY ELECTED MEMBER TRAINING - RISK

GUESTS:-

Colleen Green, Strategic Risk Consultant, Local Government Risk Services

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Sonya Meziniec
Cr Max Bruins
Cr Frank Morello
Cr Paul Jenner
Cr Mark Lovett
Cr Jason Virgo
Cr Josh Lynagh (virtual)
Cr Kate Amoroso (virtual)

Chief Executive Officer
General Manager City Infrastructure
General Manager Corporate and Regulatory Services
Manager Governance and Property
Human Resource and Risk Co-ordinator

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Nil

Nil

DISCUSSION:

Elected Member Mandatory Training Session: Risk

2. MANDATORY ELECTED MEMBER TRAINING - BEHAVIOURAL (TECHNICAL) AND LEGAL MODULES

GUESTS:-

Felice D'Agostino, Principal, Norman Waterhouse (virtual)
Dale Mazzachi, Principal, Norman Waterhouse (virtual)

MEMBERS PRESENT:-

STAFF PRESENT:-

Mayor Lynette Martin
Cr Sonya Meziniec
Cr Max Bruins
Cr Frank Morello

Chief Executive Officer
Manager Governance and Property

Page 1 of 2



Cr Paul Jenner
Cr Mark Lovett
Cr Jason Virgo
Cr Josh Lynagh (virtual)
Cr Kate Amoroso (virtual)

MEMBERS APOLOGIES:-

LEAVE OF ABSENCE:-

Nil

Nil

DISCUSSION:

Elected Member Mandatory Training Session: Behavioural (Technical) and Legal Modules.

Discussion closed at 7.30 p.m.



13 ELECTED MEMBERS TRAINING AND DEVELOPMENT

Nil



14 COUNCIL ACTION ITEMS


14.1 COUNCIL ACTION ITEMS - 15/08/2023 – REPORT NO. AR23/44830

Meeting: Council
CM9 Reference: AF22/378
Author: Tahlee Chant, Executive Administrator City and Community Growth
Authoriser:

REPORT RECOMMENDATION

1. That Council Report No. AR23/44830 titled 'Council Action Items - 15/08/2023' as presented on 19 September 2023 be noted.

ATTACHMENTS

1. Council Action Items - 15/08/2023 [↓](#) 



Division:	Date From:	15/08/2023
Meeting:	Date To:	19/09/2023
Officer:		
Action Sheets Report		
Printed: 11 September 2023 9:25 AM		

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Telford, Melissa Philpott, Sarah	Elected Members Information Briefing Sessions	Elected Member Information/Briefing Sessions from 15/07/2023 to 10/08/2023
RESOLUTION 2023/168			
Moved: Cr Josh Lynagh			
Seconded: Cr Sonya Meziniec			
1. That Council Report No. AR23/50533 titled 'Elected Member Information/Briefing Sessions from 15/07/2023 to 10/08/2023' as presented on 15 August 2023 be noted.			
CARRIED			

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Telford, Melissa Philpott, Sarah	Council Action Items	Council Action Items - 18/07/2023
RESOLUTION 2023/169			
Moved: Cr Max Bruins			
Seconded: Cr Mark Lovett			
1. That Council Report No. AR23/44829 titled 'Council Action Items - 18/07/2023' as presented on 15 August 2023 be noted.			
CARRIED			



Division: Meeting: Officer:	Date From: 15/08/2023 Date To: 19/09/2023 Printed: 11 September 2023 9:25 AM
Action Sheets Report	

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Little, Leanne Fetherstonhaugh, Jane	Reports	Risk Management Report June 2023
RESOLUTION 2023/172			
Moved: Cr Paul Jenner			
Seconded: Cr Max Bruins			
1. That Audit and Risk Committee Report No. AR23/43768 titled 'Risk Management Report June 2023' as presented on 31 July 2023 be noted.			
CARRIED			

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Pasquazzi, Ashlee Fetherstonhaugh, Jane	Reports	Review of Council Policies - Update
RESOLUTION 2023/173			
Moved: Cr Paul Jenner			
Seconded: Cr Josh Lynagh			
1. That Audit and Risk Committee Report No. AR23/44652 titled 'Review of Council Policies - Update' as presented on 31 July 2023 be noted.			
CARRIED			
24 Aug 2023 3:13pm Pasquazzi, Ashlee - Completion			
Action completed by Pasquazzi, Ashlee			



Division:	15/08/2023
Meeting:	19/09/2023
Officer:	
Action Sheets Report	
Printed: 11 September 2023 9:25 AM	

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	McPherson, Tegan Fetherstonhaugh, Jane	Council Reports	Strategic Plan Annual Update and Fourth Quarter Report on Annual Business Plan 2022/2023
RESOLUTION 2023/175			
Moved: Cr Sonya Meziniec			
Seconded: Cr Max Bruins			
1. That Council Report No. AR23/51271 titled 'Strategic Plan Annual Update and Fourth Quarter Report on Annual Business Plan 2022/2023' as presented on 15 August 2023 be noted.			
CARRIED			

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	McPherson, Tegan Fetherstonhaugh, Jane	Council Reports	Outcome of Expression of Interest Process - Animal Pound and Rehoming Services
RESOLUTION 2023/176			
Moved: Cr Paul Jenner			
Seconded: Cr Max Bruins			
1. That Council Report No. AR23/51490 titled 'Outcome of Expression of Interest Process - Animal Pound and Rehoming Services' as presented on 15 August 2023 be noted.			
2. That Council resolves:			
(a) Not to progress any further with the procurement process for Animal Pound and Rehoming services;			
(b) That the Administration continue with current operating arrangements for the provision of Animal Pound and Rehoming Services in accordance with this report; and			
(c) To endorse the proposed Council Policy - Animal Management - Unclaimed Dogs as attached to Report No. AR23/51490.			
CARRIED			



Action Sheets Report		Division: Meeting: Officer:	Date From: 15/08/2023 Date To: 19/09/2023 Printed: 11 September 2023 9:25 AM
Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Tzioutziouklaris, Tracy Fetherstonhaugh, Jane	Council Reports	Parklets - 40 Commercial Street East, Mount Gambier
RESOLUTION 2023/179			
Moved: Cr Paul Jenner			
Seconded: Cr Max Bruins			
1. That Council Report No. AR23/52714 titled 'Parklets - 40 Commercial Street East, Mount Gambier' as presented on 15 August 2023 be noted.			
2. Council rescind parking resolution 3.3.198 in respect to the four (4) carparking spaces on Commercial Street East, Mount Gambier directly adjacent to Jen's Hotel at 40 Commercial Street East, Mount Gambier			
3. Council Officer's investigate and develop design options to create a pedestrian friendly space directly adjacent to Jen's Hotel at 40 Commercial Street East, Mount Gambier.			
4. A public consultation and community engagement plan be developed.			
			CARRIED



Action Sheets Report	<div> <div>Division:</div> <div>Meeting:</div> <div>Officer:</div> </div>	<div> <div>Date From:</div> <div>Date To:</div> </div>	<div> <div>15/08/2023</div> <div>19/09/2023</div> </div>
		Printed: 11 September 2023 9:25 AM	

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Cernovskis, Barbara Philpott, Sarah	Motions with Notice	Notice of Motion - CBD Activation (Watson Terrace)
RESOLUTION 2023/181 Moved: Cr Max Bruins Seconded: Cr Josh Lynagh 1. That Council Report No. AR23/50504 titled 'Notice of Motion - CBD Activation (Watson Terrace)' as presented on 15 August 2023 be noted. 2. That investigations be undertaken as to the viability of a trial closure of Watson Terrace for the purposes of CBD activation (i.e. food trucks, live entertainment etc) in the months of November and December 2023 and January 2024. 3. That a report be brought back to council in September 2023 outlining any issues or concerns identified in (2) above.			
			CARRIED

Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Cernovskis, Barbara Philpott, Sarah	Motions with Notice	Notice of Motion - Representative on Public Lighting Working Group
RESOLUTION 2023/182 Moved: Cr Paul Jenner Seconded: Cr Frank Morello 1. That Council Report No. AR23/52339 titled 'Notice of Motion - Representative on Public Lighting Working Group' as presented on 15 August 2023 be noted. 2. That Cr Paul Jenner continue as Councils representative on the SAPN/LGA Public Lighting Working Group.			
			CARRIED



Action Sheets Report		Division: Meeting: Officer:	Date From: 15/08/2023 Date To: 19/09/2023 Printed: 11 September 2023 9:25 AM
Meeting	Officer/Authoriser	Section	Subject
Council 15/08/2023	Little, Leanne Fetherstonhaugh, Jane	ADMIN ONLY - New Item	Risk Management Report June 2023 - Risk Matrix
RESOLUTION 2023/174			
Moved: Cr Paul Jenner			
Seconded: Cr Max Bruins			
1. That the Audit and Risk Committee note the ongoing work underway and planned review of the risk matrix and ratings in conjunction with the LGRS and the development of a risk appetite statement in conjunction with Council.			
CARRIED			



15 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS

Nil



16 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS

16.1 MINUTES OF THE SPECIAL AUDIT AND RISK COMMITTEE HELD ON 11 SEPTEMBER 2023 - [Go to Attachment](#)

RECOMMENDATION

That the Minutes of the Special Audit and Risk Committee meeting held on 11 September 2023 as attached be noted.

16.2 [Review of Council Policies - Update](#) – Report No. AR23/59098



RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/59098 titled 'Review of Council Policies - Update' as presented on 11 September 2023 be noted.
2. That the P415 - Prudential Management Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
 - Add clause 8.4 - section 48 (4) states that the person should be independent with the relevant qualifications. In addition that the person/organisation should be external to Council
 - Definitions - Prudential Project noting that the legislation is very broad in section 48(1)(b)
 - Roles and Responsibilities - the role of audit and risk committee is to receive any prudential reports and provide advice to Council
 - Objectives - include an additional objective to inform Council of risks and opportunities the project may bring
 - 8.1 - add operational risks to the financial risk section
 - 8.3 - Benefits - include 'whole of life benefits/revenue'
 - Any associated amendments
3. That the Asset Accounting Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
 - Include a definition for componentisation and include an associated additional clause
 - Definition of gift assets should be expanded to include assets purchased by a party other than Council
 - 7.4 - change to reflect useful lives to be reviewed as required
 - 7.5 - Include a comment below in between the frequencies stated above to incorporate changes to unit rates to ensure that the financial impact of valuations is minimized
 - 7.5 - frequency of valuation - change Land to every 4 years and include artworks as an asset category, external valuer and frequency of 4 yearly.
 - 7.5 - include revaluations may occur more frequently as required
4. That the Internal Controls Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
 - 5.5 - third dot point - change to raise concerns with management staff and Council
 - 5.6 - liabilities to read 'the incurring of liabilities' and create a new paragraph noting that the external auditor will provide an audit opinion as to whether the controls are sufficient to provide reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with the law
 - The policy be updated to reflect the two year frequency of a full review of the internal controls
 - A rolling program to assess and monitor the internal financial controls be included in the policy
 - To include in the policy a clause which outlines the basis for interim or ad hoc internal financial control reviews
 - To workshop the rolling program of internal financial controls as part of the review of the Audit and Risk committee annual works program
5. That the new External Grant Funding Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:



- 3.1 - this policy applies to all grants that require applications to be made, that are not contemplated in Councils adopted budget or where there is a requirement to have a Council resolution

6. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the policies arising from this meeting, together with any editorial amendments and finalisation of the document's formatting and graphic design that do not materially alter the integrity of the document.

16.3 [Infrastructure Valuation](#) – Report No. AR23/60163

RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/60163 titled 'Infrastructure Valuation' as presented on 11 September 2023 be noted.



**17 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES
AND RECOMMENDATIONS**

Nil



18 BUILDING FIRE SAFETY COMMITTEE MINUTES

18.1 MINUTES OF THE BUILDING FIRE SAFETY COMMITTEE HELD ON 11 AUGUST 2023

RECOMMENDATION

That the Minutes of the Building Fire Safety Committee meeting held on 11 August 2023 as previously circulated be noted.



19 COUNCIL REPORTS

19.1 CBD ACTIVATION – REPORT NO. AR23/61998

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/61998
CM9 Reference:	AF22/378
Author:	Biddie Shearing, Manager Economy, Strategy and Engagement
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report will outline considerations for CBD Activation that can bring together existing events and activities over a 10-week period. For a trial closure of WatsonTerrace, outline opportunities and identify the viability.
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

1. That Council Report No. AR23/61998 titled 'CBD Activation' as presented on 19 September 2023 be noted.
2. That Council endorse the CBD Activation (Watson Terrace) guidelines and a budget allocation of up to \$20k to enable activation activities during the 24 November 2023 – 28 January 2024 period.
3. That Council be provided with a monthly activity report including budget update.



TYPE OF REPORT

Other

BACKGROUND

At a Council meeting held on 15 August 2023, Council resolved:

1. *That Council Report No. AR23/50504 titled 'Notice of Motion - CBD Activation (Watson Terrace)' as presented on 15 August 2023 be noted.*
2. *That investigations be undertaken as to the viability of a trial closure of Watson Terrace for the purposes of CBD activation (i.e. food trucks, live entertainment etc) in the months of November and December 2023 and January 2024.*
3. *That a report be brought back to council in September 2023 outlining any issues or concerns identified in (2) above.*

This report will outline considerations for Watson Terrace Activation across a 10-week Test & Trial period that will bring together existing events and activities, outline opportunities and capture feedback through consultation to inform future investment.

PROPOSAL

Centred around Watson Terrace and its potential trial closure each Friday night, a program of activation be developed in consultation with business and community interest groups as a 10-week test & trial from Friday 24th November (first Friday after the Mount Gambier Christmas Parade) through until Sunday 28th January 2024.

Noting the lead in time is short, a community-led approach is recommended that builds on what is already programmed across the city with existing events and activities. By drawing on the existing capacity within our community to deliver a test and trial of street closure and further activation of Cave Gardens/Thugi and surrounding area. Through this engagement, additional themes will be created that broadens the appeal of the test and trial period and providing a deeper ability to capture feedback that can inform future investment/activations. To support this engagement activity a set of CBD Activation - Watson Terrace Guidelines have been developed to enable nimble response times to support activation activities as they arise.

Council will co-create additional activations with our community to build a robust trial period across the 10-week program. Like initiatives undertaken in the activation of the Mount Gambier Railway Lands, this may include council providing some basic event infrastructure to support community to 'stage' their activations. Examples of this could include, but not be limited pop-up street furniture, fire pits, crowd control barriers, power distribution boards, cable covers and a stage with option for changeable banners for further promotion. Building on the learnings from the recent Homemade Jam Live and Local Program, Council could also seek the support of musicians or local artists for performances.

To assist in fast-tracking the test and trial concept, this report outlines activity that could kick off a program of events, and below is an outline of known or easily influenced activations within a short lead time and outlining concepts that could be explored with further consultation with our activation adopters in our community.



<u>Kick-off Activations / Early Activation Adaptors</u>	<u>Further activation concepts</u>
<p>19th January 2024 - Koonara Food & Wine Siesta booked</p> <p>The Globe</p> <p>Jens Hotel</p> <p>Food Truck Festival</p> <p>Movie Night(s) utilising Councils Large Inflatable screen and projectors.</p> <p>Work with existing in-council resources Riddoch & Library to extend programs</p> <p>Provision of Council stage, power and lighting.</p> <p>Provision of street closure.</p>	<p>Work with existing activation relationships from the business community to create a hub for food, drink, entertainment and connection.</p> <p>Engage with the various food & wine/drink operators that have ability to be nimble and have strong local following.</p> <p>Work with the Mount Gambier Vignerons and local distilleries/breweries to explore a showcase night – similar to Leigh Street Activations in Adelaide CBD.</p> <p>Broaden participation invitations to regional wineries and distilleries/breweries.</p> <p>Explore Twilight Market(s)</p> <ul style="list-style-type: none"> - Farmers, - Makers Market <p>Possible fashion parade with surrounding retailers</p> <p>Explore a long-table concept lunch/dinner with surrounding hospitality business.</p> <p>Bring your pet to the park/pub</p> <p>Mayors Christmas Appeal fundraiser night</p> <p>Open Mike/Karaoke Night</p>

Strong engagement will need to occur including a prospectus to activators to build community and business participation that will build out the program of events across the test and trial period. This approach invites their activation with council incentivisation.

Suggestions to incentivise the activation could include:

- \$20k - Initial kick-off investment to purchase some basic infrastructure like street furniture.
- Provision of basic power, safety (cable covers etc.) and lighting
- Street Closure in line with the internal administrative procedure for Road Closure(s), Traffic Management and Special Permit(s).
- Waive fees associated with alfresco dining and street closure
- Sound (PA) should the council stage be in place for entertainment

What will require further investigation and consideration

- Clarify ownership of risk, liability and associated insurance considerations.
- Clarify liquor licences and other associated permits and approvals
- There is no existing allocation within the current financial year 2023.2024
- Community communication relating to the impact of carparking for surrounding venues



It is proposed that monthly reports on the activation program be presented to Council commencing at the October 2023 Council Meeting.

LEGAL IMPLICATIONS

Road Closures and Traffic Management Requirements will need to be Implemented, and timelines considered which is included in the Special Event Permit Administrative Procedure.

STRATEGIC PLAN

- 1.2.1 Creating opportunities for existing and new businesses by being genuinely 'open for business' and ready for education, health and retirement opportunities
- 1.3.1 Supporting community events and programs that bring people together, encourage interaction and promote a sense of community
- 1.3.2 Providing opportunities to enable our community to be supported and involved
- 2.1.1 Working with the community to ensure our CBD, health and education precincts, our streets and our public spaces are safe, inviting and support a positive image of the City of Mount Gambier
- 2.5.1 Working with business owners and property owners to understand what mechanisms would assist them in raising the quality of buildings in the CBD
- 2.5.2 Understanding the traffic impacts and the management of delivery needs within a more pedestrian friendly environment
- 2.5.3 Working with the community and developers to capitalise on opportunities as the CBD evolves
- 2.5.4 Establish a collaborative activation strategy with CBD traders that delivers a mix of hospitality, cultural and boutique offerings
- 3.1.1 Beautifying town entrances, gateways and public spaces to create a sense of arrival, together with enhanced digital gateway to access the City from anywhere
- 3.1.2 Generating positive messages about Mount Gambier that are heard and recognised across our region and in Adelaide, together with wider domestic and international targeting
- 3.1.3 Engaging our community leaders in strategies to address current barriers and in shaping the future
- 3.4.1 Encouraging the development of interesting niche businesses in our shops and public places, particularly aimed at weekend place activation, day trip tourism and experiences that complement key tourism drivers
- 3.4.3 Zoning and planning processes, together with appropriate leases and licences that support tourism activity and the development of accommodation and eateries

COUNCIL POLICY

A240 – Assemblies and Events on Streets and Other Council Land

ECONOMIC IMPLICATIONS

During a proposed Watson Terrace Activation Program from 24 November 2023 through until 28 January 2024, Council will be able to capture visitation through a number of methods and also be able to produce an economic impact report for future consideration.

Engagement with surrounding businesses and post-event surveys will be critical to articulating the success of the program from this perspective.

ENVIRONMENTAL IMPLICATIONS

N/A



SOCIAL IMPLICATIONS

As outlined in Council's CBD Guiding Principles, CBD Activation:

- Connects the city for locals and visitors alike through a balance of strong attractors and natural spaces that encourage visiting the city centre for work, shopping, or play,
- Enables inner city living in a vibrant urban environment interacting with the wider community in shared spaces,
- Appeals to young and old and celebrates history with its interwoven cultural influences,
- Generates opportunities for private investment and encourages a concentration of commercial activity to bring people to the heart of the CBD, and
- Delivers on the expectation of the city being the hub as the major centre in the region's commercial and social activity, from which economic prosperity and a sense of identity can thrive.

These outcomes define the measures of success for a thriving, sustainable and inviting city. They also define the elements that will help bring people to the city as it is ultimately people who will bring

CULTURAL IMPLICATIONS

Council's Cultural and Heritage Plan acknowledges the aspiration of our community for an active and vibrant CBD. The plan also acknowledges the importance of supporting a robust early evening economy, fostering performance opportunities for local musicians and artists and the provision of audience development opportunities for people of all ages and cultural backgrounds.

Deliberate efforts will be made to explore how the program can celebrate our cultural diversity as a city.

RESOURCE IMPLICATIONS

It's proposed that a project team within existing resources be established for the delivery of this initiative. CBD Activation - Watson Terrace Guidelines (Attachment 1) have been developed to guide the team. Any further resourcing or financial impacts will be presented as part of the proposed monthly reporting to Council.

VALUE FOR MONEY

To build-in a sustainable activation model from the outset, Council's financial contribution to this initiative will be primarily aimed at: 1) demonstrating what kind of activation is possible (through underwriting some costs, test and trailing new ideas or reducing perceived barriers); and then 2) seeking opportunities to simplify the process of activations being repeated without Council's contribution into the future.

This community-led approach to activation ensures Council's resources are amplified wherever possible.

Pre-planned and purposeful feedback can be captured throughout the test & trial period to inform future activations or investment. This can include economic impact reports to assist in evaluation compared to investment from council but also community.

RISK IMPLICATIONS

During the development of the Watson Terrace Activation Program, a consideration lens will need to ensure that while the CBD program has been sparked by the potential closure of Watson Terrace, the opportunity for all businesses and community to contribute to the activation will be vital.

Efforts will need to be made to demonstrate scalability of the concept and/or its repeat application in other commercial trading areas throughout the CBD.



EQUALITIES AND DIVERSITY IMPLICATIONS

As the Test & Trial Program is developed, strong consideration will be given to inclusion, diversity and adhered to council documents Disability, Access & Inclusion Plan, plus Reconciliation Action Plan.

ENGAGEMENT AND COMMUNICATION STRATEGY

There will be an initial engagement requirement to reach out to our business and community seeking activation ideas and gain an understanding of the support or otherwise for the Watson Terrace Activation Program concept.

Throughout the program, Council intends to capture community and visitor sentiment through a Have Your Say QR Code during the delivery, coupled with direct engagement with surrounding stakeholders and user groups

Further detail on the engagement activities will be incorporated as part of the Watson Terrace Activation Program report presented to Council in October.

IMPLEMENTATION STRATEGY

An internal project team will be established to oversee the CBD Activation Watson Terrace initiative.

CONCLUSION AND RECOMMENDATION

As part of its broader commitments to CBD Activation, Council acknowledges the opportunity to test and trial the activation of Watson Terrace through supporting a series of community-led events and activities for a ten-week period, commencing 24 November 2023 through until 28 January 2024.

An opportunity exists to leverage existing event infrastructure and a small supporting budget to offset the costs attached to the delivery of small-scale events during this period, with a focus on co-creation of a program of community-led activity.

This report recommends that the CBD Activation – Watson Terrace Guidelines and budget allocation of up to \$20k be endorsed in order to support the internal project team to successfully and collaboratively activate the area.

ATTACHMENTS

1. The CBD Activation Watson Terrace Guidelines [↓](#) 





1. Introduction

- 1.1 The City of Mount Gambier seek to trial CBD Activation (Watson Terrace) site to create a dynamic, intergenerational place for the community.
- 1.2 The CBD Activation (Watson Terrace) program is a mechanism to allow Council and stakeholders to quickly implement policies and projects for a trial period to test activation ideas, monitor conditions, and use the pilot results to draft formal policies and implementation guidelines and make informed investment decisions.
- 1.3 The CBD Activation (Watson Terrace) program allows the public to co-construct a program before Council commits to it; a quick and inexpensive opportunity for testing.
- 1.4 The CBD Activation (Watson Terrace) program allows commercial integration with community space by supporting start up businesses to test a concept before investing in it.

2. Strategic Context

- 2.1 The CBD Activation (Watson Terrace) program supports Council's desired role as an entity that encourages collaboration and partnerships.
- 2.2 The CBD Activation (Watson Terrace) program allows Council to advocate for changes, and serve as a broker and facilitator for innovation.
- 2.3 The CBD Activation (Watson Terrace) program will allow the testing of small initiatives that contribute to Council's strategic outcomes, informing future budgets and capital works programs.
- 2.4 The CBD Activation (Watson Terrace) program allows business stakeholders to quickly test new business models, quickly respond to a changing environment and contribute to the activation and vibrancy of the city.



3. Objectives

- 3.1 Allow for CBD activation of the Watson Terrace site.
- 3.2 Encourage innovation and social entrepreneurial partnerships.
- 3.3 Allow for quick implementation and small scale activation, to test concepts for larger scale implementation.
- 3.4 Allow for broader stakeholder engagement in suggesting project, partnering in project implementation and experiencing the effects of projects.
- 3.5 Create an image of Council as government enabling citizens to test and inform Council policies.

4. Operating Guidelines

4.1 Responsibility of the Council

- 4.1.1 Council shall delegate all authority for The CBD Activation (Watson Terrace) program design and implementation to the Chief Executive Officer (CEO) or delegate.
- 4.1.2 The Council will refer all pilot matters to the CEO for resolution.
 - 4.1.2.1 This delegated authority shall be discharged without intervention.

4.2 Responsibility of the Chief Executive Officer or delegate

- 4.2.1 The CBD Activation (Watson Terrace) program shall be initiated through the established delegation of powers to the CEO or delegate.
- 4.2.2 The CEO or delegate will assume full responsibility for;
 - 4.2.2.1 Selecting and implementing The CBD Activation (Watson Terrace) program and residents.
 - 4.2.2.2 Managing community concerns.
 - 4.2.2.3 Appropriating required funds from the City Activation budget to implement projects, and;
 - 4.2.2.4 Waive any fees.

4.3 Governance

- 4.3.1 The CBD Activation (Watson Terrace) program will be assigned to the General Manager City Infrastructure as the Project Sponsor.
- 4.3.2 The CBD Activation (Watson Terrace) program will be assigned to the Manager Economy, Strategy and Engagement as the Project Manager.

19.2 CRATER LAKES ACTIVATION PLAN – REPORT NO. AR23/62025

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/62025
CM9 Reference:	AF22/378
Author:	Biddie Shearing, Manager Economy, Strategy and Engagement
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	To support the progression of activities to develop the Crater Lakes Activation Plan, this report recommends the endorsement of the Vision and Guiding Principles for the Crater Lakes Activation Plan and Engagement Framework.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/62025 titled 'Crater Lakes Activation Plan' as presented on 19 September 2023 be noted.
2. That the Crater Lakes Activation Plan Vision, Guiding Principles & Engagement Framework be endorsed.



TYPE OF REPORT

Other

BACKGROUND

The Crater Lakes Peri-Urban Park is integral to our community and while there are varying views on aspirations for the Park, ongoing targeted consultation and research is required to ensure relevance, connection and robust custodianship is considered for future generations.

As this work progresses, we will continue to review internal processes to support ongoing engagement with our First Nations community and updating the Community Land Management Plans for the Blue Lakes/Warwar and the Crater Lakes.

The project team has undertaken extensive background work to inform the development of a draft Crater Lakes Activation Plan Vision & Guiding Principles, inclusive of community and stakeholder engagement, case studies, strategic document review and assessment of developing trends in user and visitor expectations.

To support the progression of activities as we further investigate, research and understand better some of the opportunities this unique site presents, this report seeks consideration on the draft vision and guiding principles for the Crater Lakes Activation Plan and draft Engagement Framework.

PROPOSAL

As a result of the community consultation to date and two elected member workshops, the draft Vision and Guiding Principles are proposed as follows:

VISION

Our vision is to maintain the Mount Gambier Crater Lakes Park as a world-class peri-urban park, providing unique experiences in a well-managed natural environment on the fringe of our city

We will promote cultural connection, improve liveability in our community and enhance the visitor experience within our region through the implementation of our Guiding Principles.

GUIDING PRINCIPLES



Nurture a cultural landscape – working with our Boandik community we will further strengthen the identity of the crater lakes and its story of creation. We will enhance interpretive opportunities across the park through immersive learning experiences and celebrate the social, cultural and geological significance of the site.



Conserve and enhance the natural environment – as custodians, we will work to protect the unique natural characteristics of the Crater Lakes. We will develop and implement programs to care for country and rehabilitate the geology, flora and fauna through collaborative relationships which extend our capacity and technical ability in management of a peri-urban park.



Cultivate diverse and meaningful experiences – aligning to the vision, we will create opportunities and mechanisms to enhance the range of world-class activity available to our residents and visitors and welcome third-party contributions considerate of the sensitive environment within the park.

Connected and considered infrastructure – facility will enhance connection to the identity and values intrinsic to the park. Wherever possible, built form will be of multiple use and function, inclusive, interpretive and sensitive to its environs.





Genuine and intentional branding – A clear picture of the role and function of the park and its contribution to the landscape of Mount Gambier. Consistency that resonates with an authentic offering as a destination, guides decision making and prioritises the integrity of the site.

The draft Crater Lakes Activation Plan Engagement Framework will ensure council has depth of engagement, over a sustained period of time given the complex nature and multiple user groups/stakeholders.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

1.4.3 Valuing and supporting our Boandik and multicultural communities

2.1.1 Working with the community to ensure our CBD, health and education precincts, our streets and our public spaces are safe, inviting and support a positive image of the City of Mount Gambier

2.1.3 Consolidating, upgrading and seeking funding for a number of walking and cycling trails throughout the city, including the Rail Trail and the Crater Lakes precinct

2.1.5 Providing efficient visitor services by making tourism information access easier and more relevant

2.3.1 Understand our role in tourism and develop an aspirational masterplan for the Crater Lakes area enabling us to share a vision with the community and other key stakeholders
2.3.2 Working with the Department of Environment and Water, Department of Planning, Transport and Infrastructure, SA Water and other stakeholders to unlock opportunities in our city, from a leasing, licencing and ownership perspective

2.3.3 Better understanding the constraints and seeking innovative solutions to overcome long-standing challenges through effective partnerships

2.3.4 Seeking to understand and build upon our unique opportunities, including our little known, but world-class rock carvings

2.4.3 Seeking to market our region even better for year round adventurous activities

2.4.5 Understand what a hero attraction in Mount Gambier would look like and how to create the opportunity to attract external investment and to value add existing attractions

4.1.1 Working in partnership with relevant organisations to ensure a sustainable environment

4.2.2 Ensuring opportunities exist to access and experience natural areas development

4.2.3 Enhancing and promoting environmental experiences to encourage the involvement of our residents and attract visitors

4.4.1 Delivering a network of safe and convenient walking trails and cycle paths linking relevant land uses and recreation opportunities

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A



ENVIRONMENTAL IMPLICATIONS

The draft Crater Lakes Activation Plan Engagement Framework outlines the need to ensure extensive methods of consultation.

SOCIAL IMPLICATIONS

The draft Crater Lakes Activation Plan Engagement Framework outlines the need to ensure extensive methods of consultation.

CULTURAL IMPLICATIONS

There will be consistent and deliberate engagement with Traditional Owners and wider First Nations communities throughout the scoping, development and potential activation of the Crater Lakes park.

To note, a Cultural Heritage Assessment is imminent for the Crater Lakes in partnership with Burrandies Aboriginal Organisation & SA Water. This work will contribute to our understanding of the location of areas within the Crater Lakes Precinct that may be of cultural significance. The engagement will inform and guide Council's management, conservation and enhancement of the Crater Lakes Precinct as a place of strong cultural heritage and inform the development of all future management plans for the precinct.

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Throughout the consultation activities to date, it is evident of the highly intricate nature of the site and therefore a detailed layout of the interconnected stakeholders has been developed to assist with a further consultation and engagement while gaining a deeper understanding of the governance context. This is imbedded in the draft Crater Lakes Activation Plan Engagement Framework – attached. This depth of understanding will be critical to ensure all aspects of the site have been fully considered, prior to any activation if any.

EQUALITIES AND DIVERSITY IMPLICATIONS

The draft Crater Lakes Activation Plan Engagement Framework notes that interdependent strategic priorities to this project, including but not limited to the Reconciliation Action Plan & the Disability Access & Inclusion Plan and also the need to ensure our engagement is mindful of a wide range of users and user groups. Further that many users of the Park are not neatly organised in 'groups' so will require extensive consultation methods.

ENGAGEMENT AND COMMUNICATION STRATEGY

See attached draft Crater Lakes Activation Plan Engagement Framework.

IMPLEMENTATION STRATEGY

See attached draft Crater Lakes Activation Plan Engagement Framework.

CONCLUSION AND RECOMMENDATION

Noting the complexities of the Crater Lakes Peri-Urban Park and to ensure progress of activities relating to the overarching Crater Lakes Activation Plan, this report seeks endorsement of the draft Crater Lakes Activation Plan Vision, Guiding Principles and Engagement Framework.

ATTACHMENTS

1. Crater Lakes Activation Plan - Engagement Framework [↓](#) 





The Crater Lakes Peri-Urban Park is integral to our community and while there are varying views on aspirations for the Park, ongoing targeted consultation and research is required to ensure relevance, connection and robust custodianship is considered for future generations.

We note significant consultation has occurred through interlinked projects in recent years namely:

- Sport, Open Space & Recreation Strategy (endorsed March 2022)
- Trails Audit (April 2023)

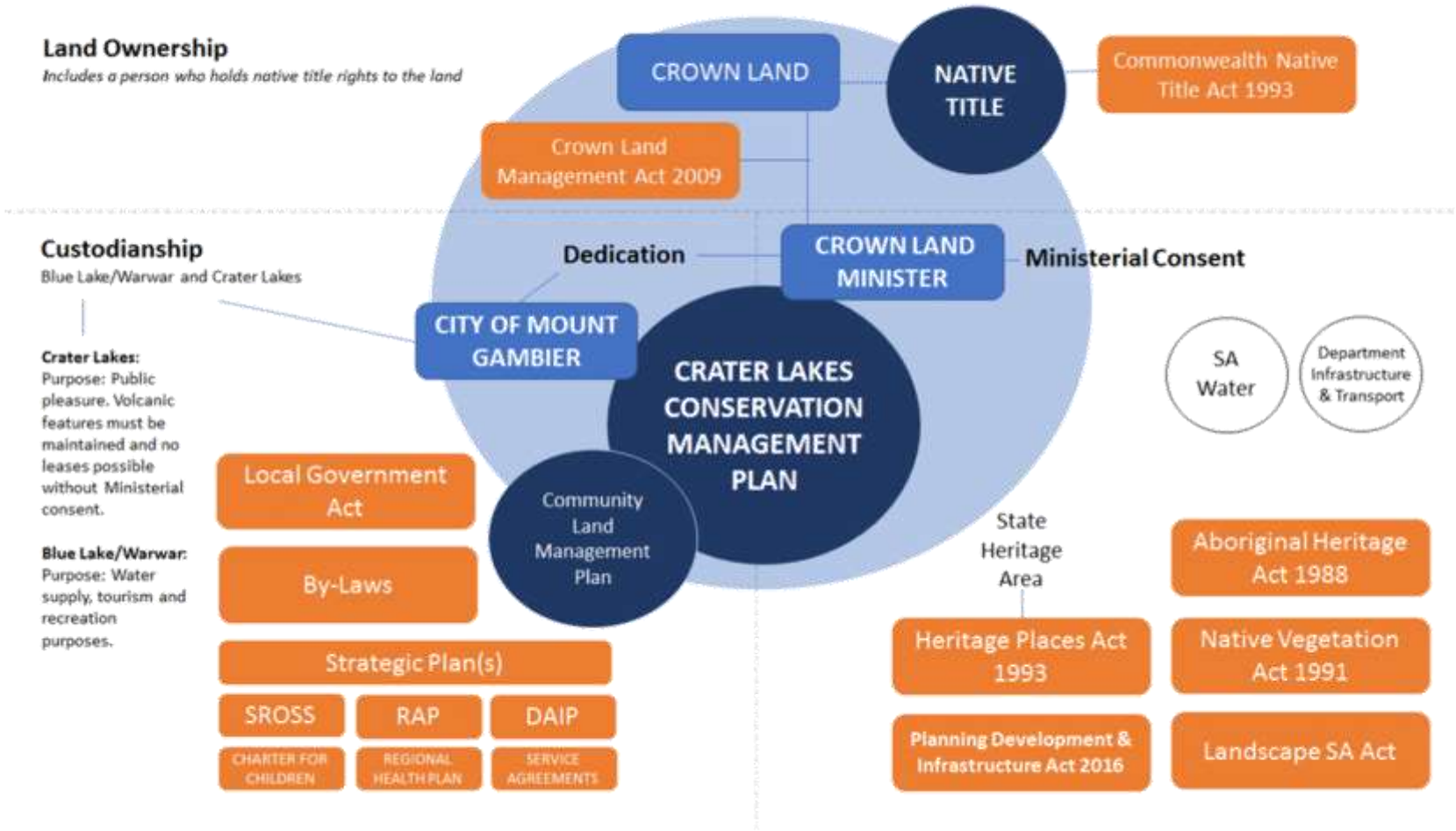
During the scoping of the draft Crater Lakes Activation Plan, a series of specific consultation activities occurred, namely

- Our Crater Lakes (July 2022)
- Summary of Key Themes (December 2022)
- Draft Trails Plan (due for endorsement November 2023)

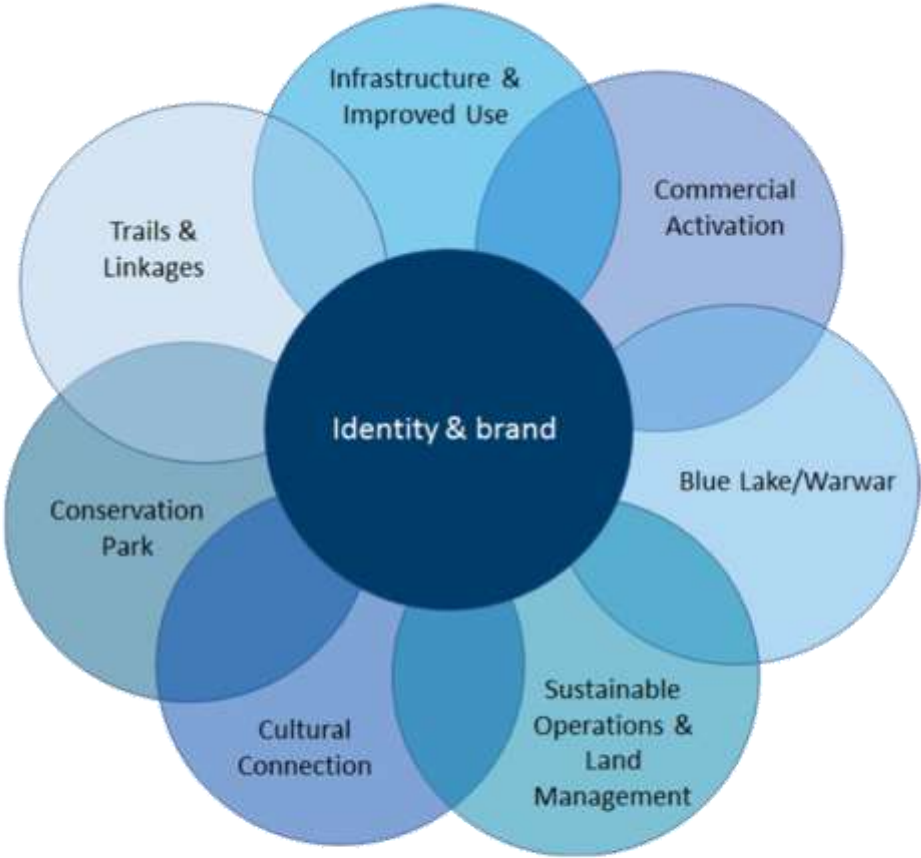
A Cultural Heritage Assessment is imminent for the Crater Lakes in partnership with Burundies Aboriginal Organisation & SA Water. This work will contribute to our understanding of the location of areas within the Crater Lakes Precinct that may be of cultural significance to our Traditional Owners and wider First Nations communities. This project will inform and guide Council's management, conservation and enhancement of the Crater Lakes Precinct as a place of strong cultural heritage and inform the development of all future management plans for the precinct.

Throughout the consultation activities to date, it is evident of the highly intricate nature of the site and therefore a detailed layout of the interconnected stakeholders has been developed to assist with a further consultation and engagement while gaining a deeper understanding of the governance context.





Consultation to date has informed the development of a draft Crater Lakes Activation Plan which outlines 8 themes with 46 focus aspirations to guide and activate the Park. Our approach for engagement will need to be considerate of the multitude of stakeholders and how they inter-relate and therefore will require time and consideration. There will also be consideration of concurrent consultation activities occurring to create efficiencies and optimize outcomes. Ongoing engagement will be essential to informing and evaluating the benefits of future activity and investment while ensuring that all options have been fully considered.



To capture and define the aspirations and expectations of the community and stakeholders while ensuring they are informed, involved and able to contribute their ideas now and build support for any future changes of the Park. Our approach will need to be mindful of a wide range of users and user groups, noting that many users of the Park are not neatly organized in 'groups' so will require extensive consultation methods.



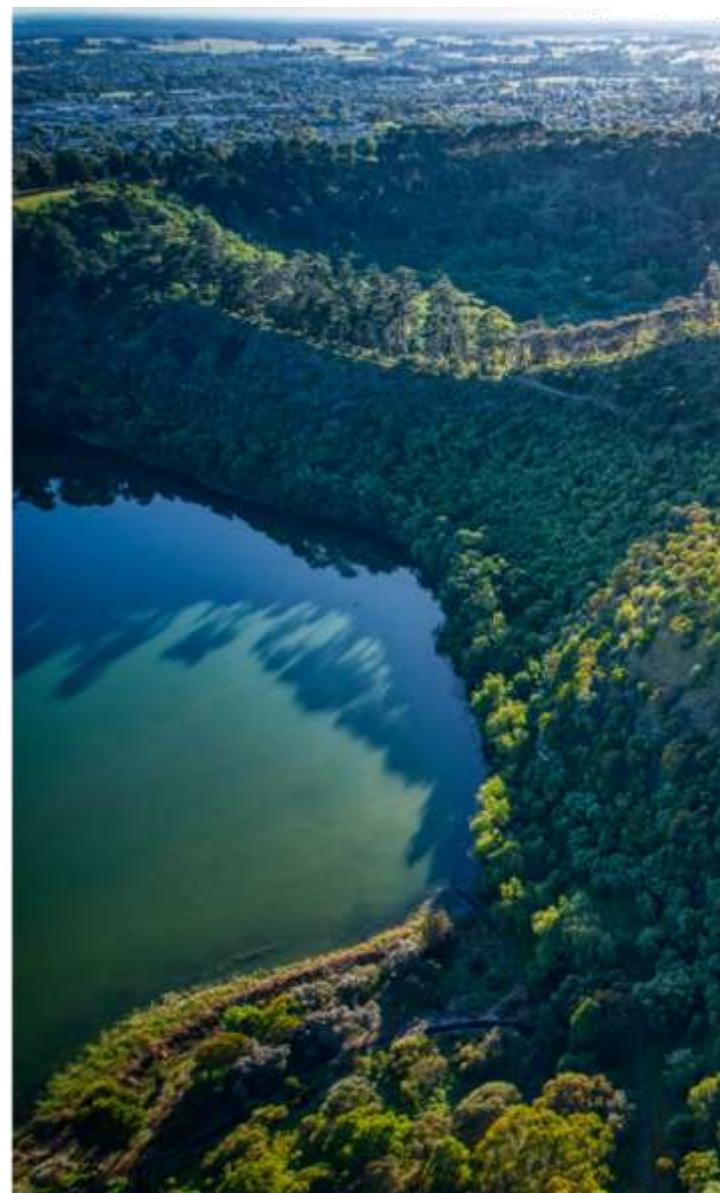
The Strategic Work Plan 2023 – 2026, has several Strategic priority projects that are independent with the Crater Lakes Activation Plan:

- Strategic Property Management
- Sport Recreation & Open Space Implementation Plan
- Volunteer Management Plan
- Reconciliation Action Plan
- Disability Access & Inclusion Plan
- Tourism

Noting these are projects that may also require consultation, where possible we will look to create efficiencies. In addition, this consultation framework will allow for any potential strategic work from external agencies and stakeholders, we will be mindful of sequencing of consultation.

Indicative timeframes for the below consultation framework will be phased out over the financial years of 2023.24, 2024.25 & 2025.26, in line with above strategic projects.

The consultation framework below has both an Internal and External set of stakeholders to ensure a holistic approach to consultation for our community.



Consultation Framework - Crater Lakes Activation - INTERNAL								
	8 THEMES							
	Infrastructure & Improved Use	Commercial Activation	Blue Lake / Warwar	Sustainable Operations & Land Management	Cultural Connection	Conservation Park	Trails & Linkages	Identity & Brand
STAKEHOLDERS	Ongoing Cultural Connection - Native Title, Burrandies, RAP CRG							
Elected Members								
Executive Leadership Team								
Governance + Property								
Planning								
Parks & Gardens								
Infrastructure								
Engineering								
Waste								
Tourism								
Community Development								
Riddoch Cultural Team								
Media & Communications								



Consultation Framework - Crater Lakes Activation - EXTERNAL								
	8 THEMES							
	Infrastructure & Improved Use	Commercial Activation	Blue Lake / Warwar	Sustainable Operations & Land Management	Cultural Connection	Conservation Park	Trails & Linkages	Identity & Brand
STAKEHOLDERS	Ongoing Cultural Connection - Native Title, Burrandies, RAP CRG							
Tenison Drive Residents								
Tension Woods College								
Relevant Neighbouring residents								
Walking Group(s)								
Volunteers								
Park Run - participants								
Mountain Bike Group								
Blue Lake Golf Club								
Big 4 Blue Lake Caravan Park								
Dog walkers								
Motorboat users								
Fishing enthusiasts								
Hill Climb Event								
Crank the Crater Event								
Landscape SA								
Local MP's								
Heritage								
Dept. Environment & Water								
PIRSA								
RDALC								
LCLGA								
SA Water								
SA Tourism Commission								
Chamber of Commerce								
Women in Business								
Office of Recreation & Sport								
Dept. Infrastructure & Transport								
100 Mile Classic								
Bike SA								
	FUNDAMENTAL WORK - Community Land Management Plans							



19.3 EVENT SPONSORSHIP ROTARY DISTRICT 9780 CONFERENCE – REPORT NO. AR23/61191

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/61191
CM9 Reference:	AF22/378
Author:	Xarnia Keding, Community Events Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	To seek endorsement to sponsor the Rotary District 9780 Conference to be held in Mount Gambier in March 2024
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

1. That Council Report No. AR23/61191 titled 'Event Sponsorship Rotary District 9780 Conference' as presented on 19 September 2023 be noted.
2. That provision of funding support for this unbudgeted proposal will deplete the contingency budget allocation for the financial year 2023.2024 inhibiting Councils capacity to consider future applications.
3. That Council endorse one of the following funding options to retain events contingency capacity for the remainder of the 2023.24 financial year.

OPTION A

\$14,820 + in-kind of \$180 from existing events budget, either removing funding for another event or reducing funding for other events.

OR

OPTION B

\$14,820 + in-kind of \$180 additional budget allocation requested as part of Budget Review 1.



TYPE OF REPORT

Other

BACKGROUND

Rotary Club of Mount Gambier Lakes is planning to hold the Rotary District 9780 Conference again in Mount Gambier in March 2024. This conference was last held in Mount Gambier in April 2018 with 420 members attending mainly from Victoria and South Australia.

The club has designed a three-day program held in many of council's venues and tourist attractions. The program includes a heritage walk and gallery tour both provided by staff of the City of Mount Gambier.

Rotary Club of Mount Gambier Lakes is contributing \$10,000 cash towards the event delivery in addition to the individual members paying a registration fee equating to over a further \$50,000 contribution to the event.

PROPOSAL

The sponsorship application as submitted by Rotary (*Attachment 1*) is seeking \$14,820 for speaker expenses and up to \$180 in-kind, in assessing the request, the events team recommends:

Sponsorship Request - \$14,820 + in-kind	Council Recommended Allocation - \$10k + in-kind
\$10,000 - Event Sponsorship	
\$1,590 - Riddoch Arts Cultural Centre venue hire	\$10,000
\$500 - Mayoral reception for 25 people \$500,	\$1,590
\$2,730 - Wulanda Recreation and Convention Centre venue hire \$2,730	\$500
Event equipment up to \$180.	\$2,730
	\$180

Noting that there is no allocation within the adopted financial year 2023.24 budget, this report is therefore put before council to determine funding allocation.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

- 1.1.1 Fostering and supporting community-based organisations
- 1.3.1 Supporting community events and programs that bring people together, encourage interaction and promote a sense of community
- 2.4.2 Continuing to hold six regional standard sporting events (or higher) at our outdoor facilities
- 2.5.3 Working with the community and developers to capitalise on opportunities as the CBD evolves
- 3.1.2 Generating positive messages about Mount Gambier that are heard and recognised across our region and in Adelaide, together with wider domestic and international targeting
- 3.4.2 Working with neighbouring Councils to develop and promote an integrated schedule of events that increases residential amenity and attracts tourists
- 3.4.5 Working with other tourism stakeholders to develop dispersal strategies that bring tourists into the region from across South Australia, Victoria and further afield



COUNCIL POLICY

D230 – Donations Authority to approve Request

ECONOMIC IMPLICATIONS

The conference is expected to have 400 members attend of which 250 are intra or interstate visitors with an average spend per person per day of \$155. This has been calculated to have an economic benefit of over \$285,000.

ENVIRONMENTAL IMPLICATIONS

Provision of equipment to support responsible waste management.

SOCIAL IMPLICATIONS

Build social cohesion.

Raising awareness on mental health and domestic violence.

Entertainment opportunities.

Promoting health and wellbeing in our city.

CULTURAL IMPLICATIONS

Celebrate community values.

Promote wellness.

RESOURCE IMPLICATIONS

This conference will utilise the endorsed contingency funds allocated in Community Event Sponsorship FY2023/24.

VALUE FOR MONEY

The projected economic benefit for this event to Mount Gambier and region totals over \$285,000.

RISK IMPLICATIONS

The missed opportunity to promote Mount Gambier, Wulanda Recreation and Conference Centre and the economic benefit.

EQUALITIES AND DIVERSITY IMPLICATIONS

Accessible parking.

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Council acknowledges the significant contribution that Rotary makes to our community through various activities to support fundraising activities, wellbeing and mental health initiatives. By hosting this event in Mount Gambier, we understand the profile of event patrons will predominately drive to our city with family and provide further opportunity for staying longer and disperse throughout the area and experiencing our region.

This event funding proposed for the financial year 2024.2025 is outside our annual allocation of event funding, therefore is before Council for a decision on funding options.

OPTION A



\$14,820 + in-kind of \$180 from existing events budget, either removing funding for another event or reducing funding for other events.



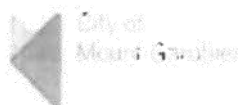
OPTION B

\$14,820 + in-kind of \$180 in new budget allocation requested as part of Budget Review 1.

ATTACHMENTS

1. Event Sponsorship Application - Tier 2 - Rotary District 9780 Conference 15/03/2024
17/03/2024 [!\[\]\(4c660a3c4ce1da3313488b7854f55083_img.jpg\)](#) 
2. Quote - The Riddoch Arts & Cultural Centre - Rotary District 9780 Conference [!\[\]\(c5f009707b314589d498a683120545c5_img.jpg\)](#) 





Event Sponsorship Program
Application for Tier 2 Sponsorship (over \$2000)

CM	
Forwarded	
Approved	
PO #	
G/L Code	
1 st Instalment	
2 nd Instalment	
EE	

Organisation Name:	ROTARY CLUB MOUNT GAMBIER LAKES		
Event Name:	ROTARY DISTRICT 9700 CONFERENCE		
Postal Address:	PO BOX 147		
Contact Name:	ALEX SHANKS	Phone Number:	[REDACTED]
Email:	Secretary.lakesrotary@outlook.com		

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
MARIAN HOBSON	President	[REDACTED]	[REDACTED]
ALEX SHANKS	Secretary	[REDACTED]	[REDACTED]
RAY HERBERT	PR/Events Coordinator	[REDACTED]	[REDACTED]

Is your organisation registered for GST?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Please provide your organisation's Australian Business Number (ABN)	60 652 131 683	

Event Dates:	15, 16, 17 MARCH 2024
Event Venue:	CITY HALL MAIN CORNER, CROSS CIRCLE / WREMAA NATIONAL RECEPTION ROOM COUNCIL
Is this a new event or continuation of existing?	NEW
Are you considering applying for use of a council venue? i.e City Hall, Cave Garden etc	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
If yes, please specify which venue you are considering:	CITY HALL MAIN CORNER
Have you submitted your Special Events Permit for use of council land or Hire Permit for The Main Corner?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship (please include copy of permit/application with your sponsorship application)

Anticipated Event Attendance			
Number of <u>local</u> residents you anticipate your event will attract:		100 + 50	
Number of <u>visitors</u> you anticipate your event will attract:		250	
Please provide a percentage breakdown of the anticipated attendees:			
Local Residents	%	30	Surrounding Areas
Interstate	%	60	Other SA
Overseas	%		5.
Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region			% 20
Estimated total budget for event: (please attach itemised budget including funding from other sources)		\$ 90,000	
Please detail below any cash &/or additional support you are seeking from Council			
Cash Amount Requested		\$ 10,000	
Describe how your funding will be expended:			
SPEAKER TRAVEL & ACCOMMODATION			
Other Council Support (Refer to Fee Schedule for an estimated cost)		Amount Requested	\$
Please detail any other assistance you are requesting (eg. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc.)			
MAJORAL RECEPTION - MAYORS ROOMS (25 PERS)			
SIGNAGE - Canal.			
NAIVE - NAIVE HIRE AS PER APPLICATION / EXPLORING			
When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.			
Event Description & Program Outline			
Please attach detailed program if available. Please include activities, entertainment, catering and other relevant information			
CONFERENCE SPEAKERS, PRESENTATIONS DINNERS			
PROGRAM PROMOTION - POLIO, DOMESTIC VIOLENCE			
MENTAL HEALTH			
TOURISM BUS TRAVELS FEATURE MTGAMBIER			

Event History Please provide a brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes	
1991.	— 650
2004	450
2018	350.
Event Objectives Please list the aims and objectives of the proposed event	
<ul style="list-style-type: none"> • TO INFORM ROTARY + COMMUNITY ENGAGE + SHARE. • TO SHOWCASE MOUNT GAMBIER + ROTARY PROGRAMS • TO EXPERIENCE + ENTERTAIN. 	
Event Sustainability What strategies do you have in place to ensure the event is sustainable?	
<ul style="list-style-type: none"> • MINIMISE MATERIALS + GIVEAWAYS - ELECTRONIC • CENTRE CITY FOODS - WALK • BOXED LUNCH - PAPER PACKAGED 	
Economic Impact Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.	
EVENT TOURISM. HOSPITALITY \$600,000 FOOD \$250,000	
BUSINESS \$100,000	
FLOW ON TOURIST \$25,000	
Sponsorship Acknowledgement Outline how you intend to recognise the support provided by City of Mount Gambier When using the City of Mount Gambier Logo please provide a proof for approval prior to printing.	
<ul style="list-style-type: none"> • WEBSITE PUBLISHED MATERIALS; BANNERS • CONFERENCE SCREEN ADVERTISING + ACKNOWLEDGE. 	
Community Involvement & Consultation How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.	
<ul style="list-style-type: none"> • ARTIST - GIFTS FOR SPEAKERS, ACCOM. CATERING • PRINTING, SECURITY ADVERTISING. 	

Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken. Please specify what media outlets you are using. When using the City of Mount Gambier Logo please provide a proof for approval prior to finalising media.

Please return completed form via email city@mountgambier.sa.gov.au or contact (08) 8724 9750

Page 7 of 10

AR18/22080[v2]

Date	Media	Activity	Cost (estimate)
eg. 4-15 Dec	Radio – 5SE	On Air spots x 3	\$
eg 6-15 Dec	Newspaper – Border Watch	Display ads x 5	\$
OCT-MAR	WEBSITE	ADV – BOOK	\$1200
OCT-MAR	FACEBOOK	STORIES	250
OCT-MAR	RADIO ABC	STORIES	-
OCT-MAR	RADIO 5SE	STORIES	500
OCT-MAR	PRINT	STORIES	-
OCT-MAR	ROTARY NEWS	STORIES	-

Accessibility

How will you address accessibility for people with disabilities?

- NEGOTIATE WITH VENUES
- IDENTIFY NEEDS WITH REGISTRATIONS

Environmental Impact

Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event.

- POLIO WALK – TRAFFIC PLAN
- RISK MANAGEMENT PLAN ALL VENUES

Event Evaluation

How will you know if you have achieved the aims and the objectives of the event? eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc.

- DATA COLLECTION ON REGISTRATIONS
- PARTICIPANT SURVEYS

City of Mount Gambier Community Plan			
Please identify the area/s in which your event supports the City of Mount Gambier Community Plan?			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Our People A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community	Our Location A perfectly centered place where people aspire to live, work, visit & invest	Our Diverse Economy A diversified, innovative & resilient economy that generates jobs & services	Our Climate, Natural Resources, Arts, Culture & Heritage A culturally-inspired City that strives to minimise its ecological footprint
To download a copy of the Community Plan, please visit: www.mountgambier.sa.gov.au/CommunityPlan-TheFuturesPaper2016-2020.pdf			
Please explain how your event supports these pillars			
PROMOTE MOUNT GAMBIER VIBRANT CENTRE EXCHANGE			
PROMOTE MOUNT FUNCTIONS & FACILITIES - CENTRAL			
PROMOTE PROGRAMS, POLIO, DOMESTIC VIOLENCE MENTAL HEALTH			
PROMOTE TOURIST & FEATURES - OFFER 2 TOURS			

Risk Management Planning

Please attach details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, Occupational Health & Safety considerations, and Emergency Response Plan. If you anticipate your event will attract large numbers, you should also consider completing a SAPOL Safety Assessment for Crowded Places – this only takes a few minutes and can be accessed online at www.police.sa.gov.au/online-services/mass-gatherings.

Please ensure you make contact with the following organisations to inform them about your event;

- SAPOL
- St John First Aid - requests completed online at www.stjohnsa.com.au/EventsQuoteRequest.aspx
- Security
- Mount Gambier Hospital if necessary.
- SA Ambulance Service regarding access to your event if required
- Metropolitan Fire Service

If you need information in regard to establishing a Risk Management Plan, please contact the Community Events Division.

Digital Photos

Council requires digital photos to help promote your event. On completion of event please submit post photos to help with promotion the following year.

Event Evaluation

If you are successful with your application Council will require a completed Event Evaluation form & reconciled budget post-event providing declarations that the funding has been spent only for the purposes for which you applied.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

In order for your application to be considered please attach a clear event budget including breakdown of income and expenditure

Signature: [Signature]

Date: 22 AUGUST

Before submitting your application, please ensure you have attached the following;

<input checked="" type="checkbox"/> Full Event Budget showing all income & expenditure
<input checked="" type="checkbox"/> Proof of Public Liability Insurance
<input checked="" type="checkbox"/> List of all funding partners for event
<input type="checkbox"/> Copy of Hire permit/Special Event Permit – if applicable
<input checked="" type="checkbox"/> Your Business Plan and/or Marketing Plan ✓
<input checked="" type="checkbox"/> Copy of your organisation's most recent audited annual financial statement
<input type="checkbox"/> Completed Risk Assessment for your event to follow

✓ Program attached

Additional Council Support

In addition to cash sponsorship, you may wish to apply for additional support from the City of Mount Gambier. Please refer to the attached fee schedule for estimated value of additional support. Your event may also be eligible for:

- Free publication in the 'What's On' Column published weekly in The Border Watch
- Free listing of your event on the City of Mount Gambier online events calendar found at www.mountgambier.sa.gov.au/whatson
- Display of posters, flyers &/or programs at The Lady Nelson Visitor & Discovery Centre.
- Use of City of Mount Gambier's promotional bali banners, corflute &/or canvas signs pull- up display banners (all subject to availability).
- Visitor information packs

Submission of Applications

Please return completed form via email city@mountgambier.sa.gov.au or contact (08) 8724 9750



Applicant Eligibility Criteria

Before submitting your application, please check that you meet the following eligibility criteria – all boxes must be ticked or your application will not be progressed.

- ☒ The organisation is an incorporated body or, if not incorporated, is being auspiced by an incorporated body
- ☒ The proposed event is covered by a current Public Liability Insurance Policy to the minimum value of \$10,000,000.
- ☒ Provide either an Australian Business Number (ABN) or complete the Australian Taxation Office "Statement by a Supplier" form
- ☒ Addresses the criteria outlined in the Event Sponsorship Guidelines and Application Form
- ☐ Any sporting organisation must be a registered STARCLUB – for more information visit <https://www.recsport.sa.gov.au/starclub/index.php> or contact your local STARCLUB Field Officer.

Your proposal is INELIGIBLE for funding if:

- ☐ Your proposal is for funding towards the operating costs associated with running an organisation (e.g. salaries, equipment)
- ☐ Your proposal is for retrospective funding or funding of budget deficits
- ☐ Your proposed event is not open to the general public
- ☐ Your organisation has not fulfilled previous sponsorship obligations, including provision of post event evaluation/report and financial acquittal
- ☐ Your organisation is not an incorporated body, or your proposal is not auspiced by an incorporated body

If you ticked any of the six boxes above your proposal is ineligible for funding.

Assessment Criteria

All applicants must address the following criteria in their application:

- Ability to increase tourist visitation to the City of Mount Gambier including intra and interstate visitors
- Demonstrate the ability to deliver significant and measurable economic benefit to the City of Mount Gambier.
- Ability to facilitate community involvement in the event/activities.
- Ability for the event to add to the diversity of the City's event calendar.
- Marketing plan and promotional strategies.
- Demonstrated capacity of the event organisers to successfully manage the event.
- Risk management and event accessibility planning
- Event sustainability planning and strategies
- Involvement of and consultation with local businesses, artists and community groups.
- Acknowledgement of the City of Mount Gambier's sponsorship in all event publicity and promotions (please provide a proof for approval prior to printing).

Evaluation

Post-event you will be required to complete an Event Evaluation form & provide a copy of your final budget, along with any additional information that will help support your evaluation. A form outlining evaluation requirements will be issued upon confirmation of the City of Mount Gambier sponsorship.



Funding provided to events held within the City of Mount Gambier that meets the aims of Council's Sponsorship Program and supports the Community Plan.

Tier 2 Sponsorship - Over \$2000

Funding provided to major/significant events held within the City of Mount Gambier that meet the aims of Council's Sponsorship Program and supports the Community Plan. The event must also attract substantial economic benefit and visitation to the City of Mount Gambier and include strategic and targeted marketing.

Which category should I apply for?

All applicants should apply under the Tier 1 Sponsorship, unless it can be proved that the proposed event will:

- attract substantial visitation to the City
- deliver substantial and measurable economic benefit to the City
- incorporate strategic and targeted marketing practices in its planning and implementation
- The event being held is that of State, National or International significance.

NOTE unsuccessful Tier 2 sponsorship applications are automatically considered under Tier 1 Sponsorship.

Aims of the Sponsorship Program

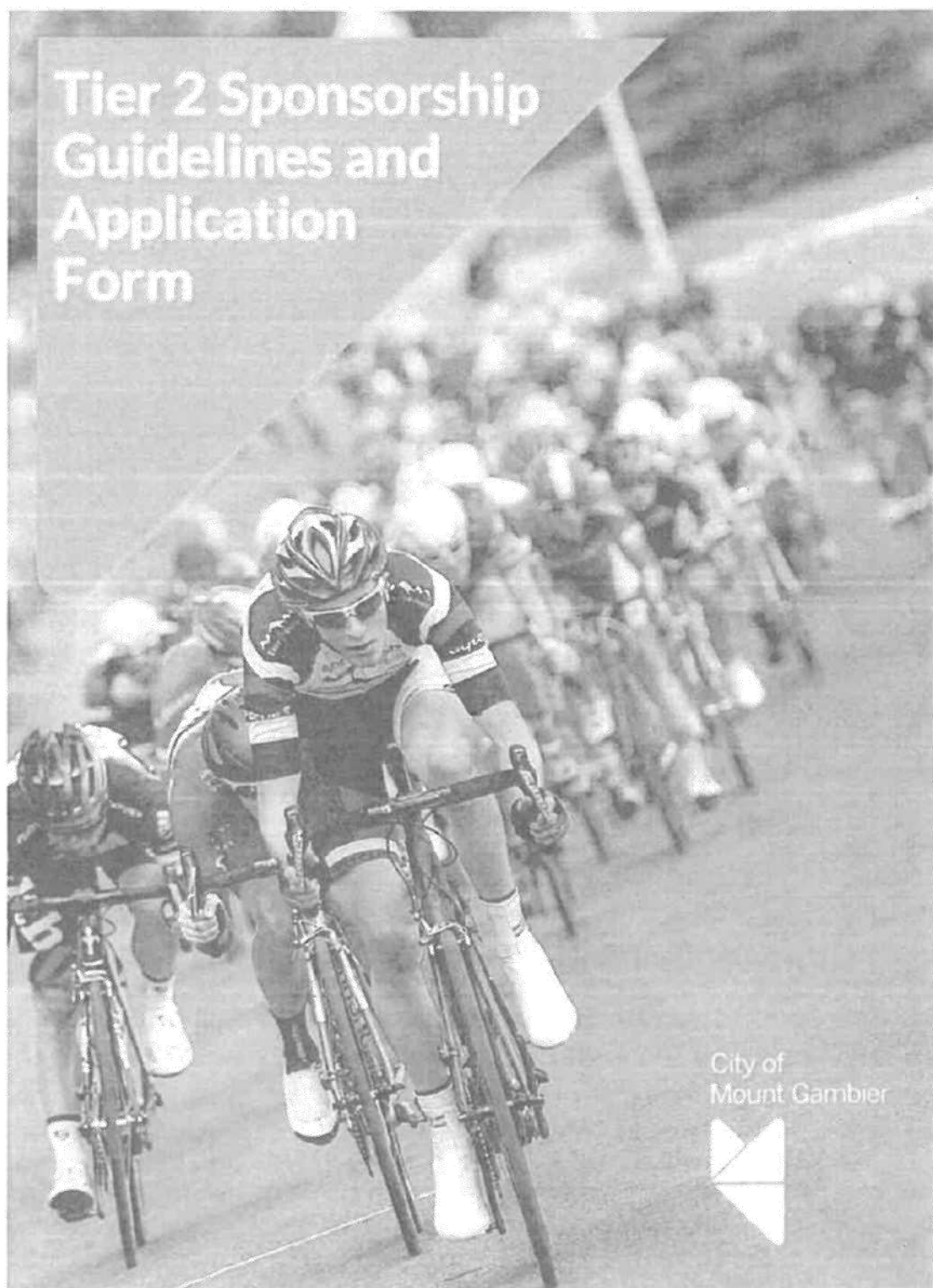
The aims of the City of Mount Gambier's Event Sponsorship Program are to support the four pillars of the Community Plan in helping to:

- Support the development of vibrant, creative and innovative events that enhance the economic, social and cultural life of the City of Mount Gambier
- Increase tourist visitation and deliver measurable economic benefits to the City
- Facilitate community involvement in events and activities
- Attract new and diverse events to the City of Mount Gambier
- Support events that build and reinforce the unique and positive attributes of the City of Mount Gambier.

Assessment

If funding requested exceeds \$5,000 the application is referred to a committee/ council for consideration. A decision regarding the level of assistance will be considered at the next available Council meeting. A decision will be reached within approximately **two months** of the application being proposed at the Council meeting. Notification of the decision will be made in writing.





Budget

Money In	
	Total
Registration Fees	\$50,500
Conference Dinner (single tickets)	\$4,000
D9750 Funding	\$10,000
Sponsorships	\$25,000
Total Income	\$89,500

Money Out	
Venue Hire	\$3,000
Catering	\$0
Speakers Fees	\$14,500
Speakers Travel	\$9,000
Production Costs	\$0
Catering Welcome Reception	\$6,000
Catering Wulanda Sat & Sun	\$18,500
The Commodore Conference Dinner	\$18,200
Marketing	\$2,000
Conference Bags	\$2,400
Insurance	\$0
Gifts for Speakers / Organising Team	\$1,200
Contingency	\$5,000
PHF Society Breakfast	\$1,000
Presidents Recognition Breakfast	\$1,000
College of Governors	\$500
Wine	\$2,400
Total expenses	\$79,700

Money Left Over	
Income minus expenses	\$9,800

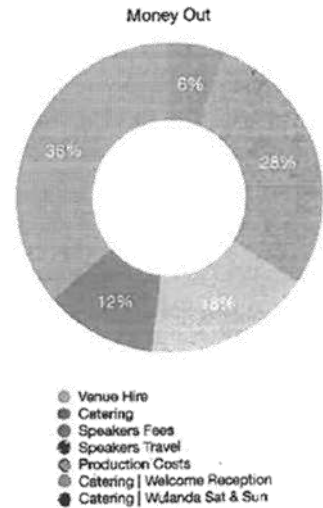


Table 1

Code	Qty	Total	
Income			
Full Registrations	240	160	36000 Inc Friday night; all conference sessions and Conference Inner
Registrations less Dinner	180	75	13500
Friday night only	50	20	1000 Cocktail welcome + Friday night session
Conference Dinner	80	50	4000
			0
Sponsorships			0 The Commodore - Accommodation for Speakers
			3000 Limestone Coast Regional Sporting Academy
			22000 Target minimum \$25 000 Cash + kind
Expenditure			
Wulanda Venue Hire			2000
Main Corner Venue Hire			0 City of MtG inkind
The Commodore Venue Hire			0 The Commodore Inkind
Speaker Fees			
			5000 Natalie Cook (Dinner Speaker)
			2000 Kimly Deer (max - may be less if raises funds for DV)
			2000 Nic Newling
			500 Ken Jones (tbc)
			0 Prof Michael Sawyer
			0 Prof Lorimer Mosely
			5000 Tbc (random figure)
Speaker Travel			
			2000 Natalie Cook (Dinner Speaker)
			2000 Kimly Deer (max - may be less if raises funds for DV)
			2000 Nic Newling
			0 Ken Jones (tbc)
			500 Prof Michael Sawyer
			500 Prof Lorimer Mosely
			2000 Tbc (random figure)
Speaker Accommodation			
			0 Courtesy of The Commodore
Catering			
	50	250	12500 Wulanda (Sat - morning tea/ lunch / afternoon tea)
	30	200	6000 Wulanda (Sun 9 morning tea/ lunch
	40	150	6000 Main Corner (Friday night)
	60	220	13200 The Commodore (Sat Dinner)
Marketing			
			2000 Miscellaneous - Banner, printing
Gifts			
	100	7	700 Speakers x 7
	50	10	500 Kay Volunteers x 10
Conference Bags			
	12	200	2400



2



Certificate of Currency

Date of Issue: 30 June 2023

We hereby certify that the under mentioned Insurance policy is current as at the date of this certificate, please refer to the important notices below.

Policy Type	Public and Products Liability
Insured	The Rotary Club of Mount Gambier Lakes
Insurer	QBE Insurance (Australia) Limited ABN: 78 003 191 035
Policy Number(s)	AP RODIAUS PLB
Period of Insurance	From: 4.00 pm 30/06/2023 Local Standard Time To: 4.00 pm 30/06/2024 Local Standard Time
Interest Insured	QBE will pay in respect of Personal Injury or Property Damage first happening during the Period of Insurance and caused by an Occurrence within the Territorial Limits in connection with Your Business.
Limits of Liability	Public: \$50,000,000 any one Occurrence Products: \$50,000,000 any one Occurrence & in the aggregate for all injury or damage occurring during the Period of Insurance.
Geographical Limit	Anywhere in the World but subject to the Terms, Conditions and Exceptions of the Policy
Remarks	Subject to the existing Terms, Conditions and Exceptions of the Policy. The above-noted Insured is one of multiple insureds covered by policy number AP RODIAUS PLB. The limits of liability are aggregate limits for all named insureds under this policy.

Further Information

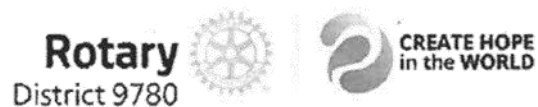
Should you have any queries, please contact your District Insurance Officer.

Important notes

- Aon does not guarantee that the insurance outlined in this Certificate will continue to remain in force for the period referred to as the Policy may be cancelled or altered by either party to the contract, at any time, in accordance with the terms of the Policy and the Insurance Contracts Act 1984 (Cth).
- Aon accepts no responsibility or liability to advise any party who may be relying on this Certificate of such alteration to or cancellation of the Policy.
- Subject to full payment of premium
- This certificate does not:
 - represent an insurance contract or confer rights to the recipient;
 - amend, extend or alter the Policy; or
 - contain the full policy terms and conditions

Aon Reference: AONBNE190JW
Version: B083520

Aon Risk Services Australia Limited ABN 17 006 434 720 AFSL 241141
GPO Box 65, Brisbane QLD 4001



ROTARY DISTRICT 9780
MOUNT GAMBIER CONFERENCE 15-17 March 2024

FUNDING PARTNERS PLAN

Rotary District 9780

Rotary Clubs of Mount Gambier Lakes, Mount Gambier West, Mount Gambier

City Mount Gambier

UniSA

Coonawarra Wineries

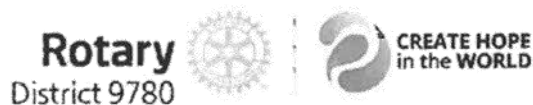
Herbert Vineyards

Frank Monger Photography

Karen Leslie kisswpwebsites.com.au

Corporate business sponsors tbc





ROTARY DISTRICT 9780
MOUNT GAMBIER CONFERENCE 15-17 March 2024

MARKETING PLAN

Objectives

Celebrating Rotary's Difference

- *The difference we make in our world*
- *The difference we make in our communities*
- *The difference we make to each other in our clubs*

Applying

Rotary's shared values, through the

- *4 Way Test*
- *Is it the TRUTH*
- *Is it FAIR to all concerned*
- *Does it Promote GOODWILL and BETTER FRIENDSHIPS*
- *Will it be BENEFICIAL to all concerned*

Using

Conference Website / District Website
Facebook Likes / District
Print Media TBW / SE Voice / Lifestyle
Radio 5MG / 5SE
Rotary District Newsletters / District Governors Focus & Voice
Email Mailouts / Clubrunner
Banners & Signage

To

Mount Gambier & Districts Community
Local Rotary & potential Rotarians
District Rotarians

Promoting

Mount Gambier & Environs as a Eventdestination
Conference Program Events and presenters
Polio Program & Walk
"Say No to Domestic Violence Program" awareness project
Australian Rotary Health – Mental Health programs





McEACHERN & ASSOCIATES

Certified Practising Accountants

ASSURANCE REPORT

FOR THE YEAR ENDED 30 JUNE 2023

ROTARY CLUB OF MOUNT GAMBIER LAKES

We have reviewed the Profit & Loss schedule for the year ended 30 June 2023. The organisation's Committee is responsible for the preparation and presentation of the report and the information it contains. We have performed a review of this report in order to express an opinion to the members of the organisation.

SCOPE

Our review has been conducted to provide reasonable assurance as to whether the report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the report. These procedures have been undertaken to form an opinion whether, in all material respects, the report is presented fairly so as to present a view which is consistent with our understanding of the organisation's result of their operations.

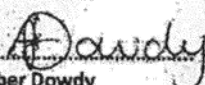
The opinion expressed in this report has been formed on the above basis.

OPINION

In our opinion the report does fairly represent the financial position of the Rotary Club of Mount Gambier Lakes 30 June 2023, and the result of its operations for the period then ended.

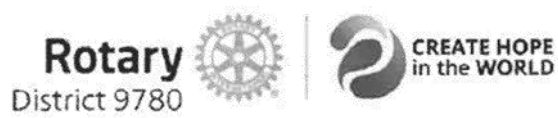
Dated at Mount Gambier this 25 day of July 2023

McEachern & Associates
Certified Practising Accountants


Amber Dowdy
Partner

Reference: 111281

2 Bay Road, Mount Gambier, SA-5290 | PO Box 697
[08] 8725 6355 | admin@mceachern.com.au
ABN 32 456 556 266



ROTARY DISTRICT 9780
MOUNT GAMBIER CONFERENCE 15-17 March 2024

RISK MANAGEMENT PLAN

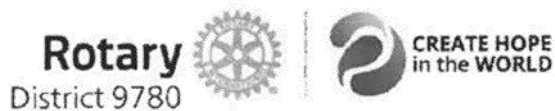
ENGAGE WITH

City Mount Gambier
Wulanda Recreation and Convention Centre
Commodore on the Park
Uni SA
Rotary District 9780 Insurance Officer
SAPOL
Heemskerk Security
SA Ambulance
St John First Aid

PREPARE & SUBMIT

Risk Management Plan to District 9780





ROTARY DISTRICT 9780
MOUNT GAMBIER CONFERENCE 15-17 March 2024

Celebrating Rotary's Difference

- *The difference we make in our world*
- *The difference we make in our communities*
- *The difference we make to each other in our clubs*

PROGRAM

FRIDAY 15TH MARCH 2024

- 13.00** Tours Mount Gambier & features Bus / Town heritage walk
- 14.00** Reception open Wulanda
College Governors Meeting Uni SA
- 14.30** Mayoral Reception
- 16.00** Conference opening City Hall / Riddoch
Environment awards
End Polio achievements
- 18.00** Cocktails and Riddoch exhibition
- 19.00** Dining City Centre Venues

SATURDAY 16TH MARCH

- 08.00** Walk for Polio eradication Raillands, CSE, CSW, Wehl St, Raillands
- 08.30** Registrations Wulanda
- 10.00** Conference and House Friendship Wulanda
- 4.30** Conference completed day 1
- 6.30** Conference Dinner Commodore
Auction & Speaker

SUNDAY 17TH MARCH

- 8.00** Breakfasts Presidents, Presidents Elects, Paul Harris Society
- 10.00** Conference & House of friendship day 2 Wulanda
- 13.00** Conference Conclusion





QUOTE for ROTARY DISTRICT 9780 Conference

Riddoch/City Hall – Friday 15 March 2024

Scenario 1: Venue capacity 250

City Hall all facilities + kitchen – 6 hour hire = \$605

Catered with alcohol = \$500 bond

Gallery tour – 2 staff x 2 hours = \$212

\$817 + \$500 bond

Scenario 2: Venue capacity 108 in Dress Circle, 70 on balcony, 80 in Foyer

Dress Circle & Balcony – 6 hour hire = \$485

Foyer hire = \$287

Catered with alcohol = \$500 bond

Staff or security required for main entrance after business hours = \$212

Gallery tour – 1 staff x 2 hours = \$106

\$1090 + \$500 bond

Additional costs incurred by client may include security and Liquor Licensing due to ticketed attendance.



19.4 EVENT SPONSORSHIP CMCA 37TH NATIONAL RALLY – REPORT NO. AR23/61405

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/61405
CM9 Reference:	AF22/378
Author:	Xarnia Keding, Community Events Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	To seek sponsorship for Campervan and Motorhome Club of Australia Ltd (CMCA) 37th National Rally in September 2024
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy

REPORT RECOMMENDATION

1. That Council Report No. AR23/61405 titled 'Event Sponsorship CMCA 37th National Rally' as presented on 19 September 2023 be noted.
2. That Council decline the invitation to attend the 36th National Rally in Dalby in October 2023, however, provide pre-promotional material to the value of \$300, from within existing budget, to the Campervan & Motorhome Club of Australia towards the 37th National Rally announcement in October 2023.
3. That Council support the application as follows:
FY 2023.24 - \$300 to be absorbed within the current budget, and
FY 2024.25 - \$20, 000 Cash + \$2,500 in-kind to be included in the budget.



TYPE OF REPORT

Other

BACKGROUND

Campervan & Motorhome Club of Australia Ltd. is planning to hold the 37th National Rally in Mount Gambier in September 2024 at the Mount Gambier Showgrounds.

PROPOSAL

The sponsorship request from the proponent spans two financial years as per below.

Financial Year 2023.2024

The sponsorship application submitted by Campervan & Motorhome Club of Australia Ltd requests representation at the 2023 Rally in Dalby Queensland from 8-14 October 2023. Their request is for the Mayor or CEO attend the National Rally Presentation Night on the 12th of October 2023 and a tourism booth on display from the 11th to the 13th of October 2023 with promotional material in addition to providing 700 copies of our Visit Mount Gambier Guide to go in their rally bags.

In assessing this request, the events team has determined the amount requested for FY 2023.2024

Sponsorship Request Amount - \$10,300	Council recommended allocation - \$300
\$4,500 Council Mayor or/and CEO at announcement	Nil
\$5,500 – Tourism Booth & 2 staff (3 days)	Nil
\$300 - Freight for Promotional Material	\$300 from existing event budget.

Financial Year 2024.2025

In addition, to the above request, the sponsorship application (*Attachment 1*) is seeking \$20,000 + in-kind for event sponsorship and equipment hire for the event to be held at the Mount Gambier Showgrounds in September 2024.

Sponsorship Request Amount \$20k + \$2.5k	Council recommended allocation \$20k + \$2.5k
\$20,000 - Cash	\$20,000
\$2,500 - Equipment & Traffic Management	Up to \$2,500 in-kind.

The recommended Council allocation is not within annual event events allocation, therefore is before Council to determine event funding level and budget allocation. If supported, Council will need to remove and/or significantly reduce other event funding allocations.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

1.1.1 Fostering and supporting community-based organisations

1.3.1 Supporting community events and programs that bring people together, encourage interaction and promote a sense of community

2.5.3 Working with the community and developers to capitalise on opportunities as the CBD evolves



- 3.1.2 Generating positive messages about Mount Gambier that are heard and recognised across our region and in Adelaide, together with wider domestic and international targeting
- 3.4.2 Working with neighbouring Councils to develop and promote an integrated schedule of events that increases residential amenity and attracts tourists
- 3.4.5 Working with other tourism stakeholders to develop dispersal strategies that bring tourists into the region from across South Australia, Victoria and further afield

COUNCIL POLICY

D230 – Donations Authority to approve Request

ECONOMIC IMPLICATIONS

The Rally is expected to have 1200-1500 members attend of which 85% are from interstate. Based on 1200 interstate visitors for 7 days spending an average of \$100 per day has an economic benefit of \$1,028,093.

The Rally Open Day is expecting 1,000 participants for one day, spending an average of \$50 has been calculated to have an economic benefit of \$61,245.

TOTAL Economic Impact of the 37th National Rally in Mount Gambier is October 2024 is \$1,089, 338

ENVIRONMENTAL IMPLICATIONS

Provision of equipment to support responsible waste management.

SOCIAL IMPLICATIONS

Promoting health and wellbeing in our city.

Build social cohesion.

Provide recreation and entertainment opportunities.

CULTURAL IMPLICATIONS

Celebrate community values.

Promote wellness.

RESOURCE IMPLICATIONS

Support from Council infrastructure, General Inspector & Visitor Services Team required.

Representation at the Rally in October 2023 would strain current resourcing during peak activity period and consideration will need to be given to maintain existing visitor services.

As the amount requested in the FY2024.2025 is not part of our annual allocation of events sponsorship, any amount endorsed will impact other event allocation amounts or an additional amount will need to be allocated as part of budget considerations.

VALUE FOR MONEY

The sponsorship request spans two financial years (FY2023/24 & FY2024/25).

This report recommends that support to the value of \$300 for 2023.24 can be absorbed in the current budget due to representation at the Rally in October 2023 deemed as no value for money.

RISK IMPLICATIONS

There is an opportunity to promote Mount Gambier and tap into the vast network of campervan & motorhome enthusiasts and the economic benefit that a high volume of self-drive visitors would bring to our city and region. This can be achieved by providing promotional material for the and seek out a virtual announcement.



There is a risk in providing representation at the announcement event in October 2023 as this may set a precedence for any future events considering Mount Gambier as their destination which impacts resourcing and a strain on service delivery in Mount Gambier.

EQUALITIES AND DIVERSITY IMPLICATIONS

Additional accessible parking signage provided by Council.

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A



CONCLUSION AND RECOMMENDATION

The sponsorship application submitted by Campervan & Motorhome Club of Australia Ltd requests a two-year funding allocation:

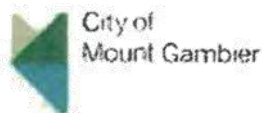
- FY 2023.24 - \$10,300
- FY 2024.25 - \$20,000 Cash + \$2,500 in-kind

While the sponsorship request spans two financial years and taking into consideration the projected economic benefit, significant exposure for Mount Gambier through a highly networked drive market, this report presents recommends that FY 2023.24 - \$300 to be absorbed within the current budget and FY 2024.25 - \$20, 000 Cash + \$2,500 in-kind to be included the next financial year's budget

ATTACHMENTS

1. Event Sponsorship Application - Tier 2 - CMA 37th National Rally - 22/09/2024 29/09/2024 [↓](#) 
2. 37th CMCA Natonal Rally Presentation [↓](#) 





Event Sponsorship Program
Application for Tier 2 Sponsorship (over \$2000)

Office Use Only	
CM	AR23/57915
Forwarded	
Approved	
PO #	
G/L Code	
1 st Instalment	
2 nd Instalment	
EE	

Organisation Name:	Campervan & Motorhome Club of Australia Ltd		
Event Name:	37th National Rally		
Postal Address:	P O Box 254, HRMC 2310		
Contact Name:	Richard Barwick	Phone Number:	[REDACTED]
Email:	[REDACTED]		

Details of Key Personnel for the event:

Name	Role/Responsibility	Contact Phone	Email Address
Nelson Crawshaw	President	[REDACTED]	[REDACTED]
Richard Barwick	Secretary	[REDACTED]	[REDACTED]
Joanne Arthur	PR/Events Coordinator	[REDACTED]	[REDACTED]

Is your organisation registered for GST?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Please provide your organisation's Australian Business Number (ABN)	1	6 0 9 5 5 6 8 1 5

Event Dates:	22 - 29 September 2024
Event Venue:	Mount Gambier Showground
Is this is a new event or continuation of existing?	New event
Are you considering applying for use of a council venue? i.e City Hall, Cave Garden etc	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
If yes, please specify which venue you are considering:	
Have you submitted your Special Events Permit for use of council land or Hire Permit for The Main Corner?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Please note – If you are in the process of negotiating access to a Council venue, you will need to complete the hire permit before we can consider this application for sponsorship (please include copy of permit/application with your sponsorship application)

Anticipated Event Attendance			
Number of <u>local</u> residents you anticipate your event will attract:			1000 (open day)
Number of <u>visitors</u> you anticipate your event will attract:			1200-1500 (Rally)
Please provide a percentage breakdown of the anticipated attendees:			
Local Residents	% 2 %	Surrounding Areas	% 3%
Interstate	% 85 %	Other SA	% 10%
Overseas	%	100%	
Provide an indication of the percentage of non-local participants and spectators expected to stay in paid accommodation within the region			% 5%

Estimated total budget for event: (please attach itemised budget including funding from other sources)	\$625,225
---	-----------

Please detail below any cash &/or additional support you are seeking from Council

Cash Amount Requested	\$20,000
Describe how your funding will be expended:	
To off set the costs of hiring the complex for the event. This is estimated to be \$19,800 plus water and electricity costs at a total cost of around \$30,000	
Promotion and marketing of the event attracting CMCA members to attend.	
Other Council Support (Refer to Fee Schedule for an estimated cost)	Amount Requested \$20,000
Please detail any other assistance you are requesting (eg. supply of rubbish bins, hire of bollards, bunting, witches hats, tiered seating, road closures, road signage etc)	
* To have access to 50 rubbish bins both for general waste and recycling.	
* Assistance in putting together the Traffic Management Plan. Representation from Council to present and exhibit at the previous Rally at Dalby (QLD) from 6-14 October	

When assessing your application, a cost will be applied to the support/assistance sought. Local Government account for all costs for the organisation whether they be direct or in-direct. Please note that any additional requests for support not included in this application will incur a cost as determined by the Event Support Fee Schedule.

Event Description & Program Outline Please attach detailed program if available. Please include activities, entertainment, catering and other relevant information
CMCA hires the complex for 20 days, consisting of 9/10 day set up, 7/8 days of the rally and three days pack up.
A full program of events including entertainment every night, seminars, activities, meetings, poets breakfast, exhibitors, disc bowls, craft, food stalls, open day (for general public) plus more

Event History
Please provide a brief history of the event, including number of times the event has been held in the past, including number of participants, spectators and key event outcomes
CMCA stage our National Rally every years at a different location around Australia.
In the early 2000's we previously held at Rally at Mount Gambier at the showgrounds, which was fully supported by council.
This is rally number 68 that CMCA has conducted since 1986.
Event Objectives
Please list the aims and objectives of the proposed event
To conduct our National Rally including our AGM.
To give social, tourism and economic boosts to the local community.
To use as many local suppliers as possible including small businesses, service clubs and schools.
Event Sustainability
What strategies do you have in place to ensure the event is sustainable?
We are a National organisation and are required to stage an annual general meeting each year.
Being a not for profit, any surplus goes back into the tourism component of our business.
Our members love attending their Rallies and will travel significant distances to do so.
Economic Impact
Provide detailed examples of the economic impacts that are likely to result from the event. Include estimations ie. Increase in tourism/retail/hospitality/business trade, new economic opportunities, tourism growth etc.
We survey members at the end of each rally for their spend. In the past the average figure is between \$2.5 - \$3 mil. This does not include those who chose to check out the venue or visit afterwards.
We have had members purchase significant items such as houses, units and new vehicles because they like the area and as a result of the Rally.
Success can determine if we choose to return to a town or city for a second or third event.
Sponsorship Acknowledgement
Outline how you intend to recognise the support provided by City of Mount Gambier
When using the City of Mount Gambier Logo please provide a proof for approval prior to printing.
In all correspondence concerning the Rally.
This includes The Wanderer Magazine, website, rally program, social media and e-newsletters. Word of mouth is a significant player with CMCA.
Community Involvement & Consultation
How will your event involve local businesses, artists and community groups? eg. markets, entertainment, food, security etc.
We would like to use as many local businesses, schools and community organisations such as possible to conduct fund raising opportunities.
These include breakfast, BBQ's, providing morning teas, providing seminars and presentations, etc

Marketing Plan and Advertising Schedule

Please provide a detailed schedule of marketing and advertising activities to be undertaken. Please specify what media outlets you are using. When using the City of Mount Gambier Logo please provide a proof for approval prior to finalising media.

Please return completed form via email city@mountgambier.sa.gov.au or contact (08) 8721 2555

Page 7 of 10

AR18/22080[v2]

Date	Media	Activity	Cost (estimate)
eg. 4-15 Dec	Radio – 5SE	On Air spots x 3	\$
eg 6-15 Dec	Newspaper – Border Watch	Display ads x 5	\$
November 2023-December 2024	The Wanderer Magazine	Monthly	12000
October 2024	Rally Program	CMCA	3000
November 2023-December 2024	CMCA Website	CMCA	5000
November 2023 - October 2024	e-newsletters	Twice monthly	12000
November 2023 - October 2024	social media	weekly	1000
February 2023 - July 2024	Consumer shows	Adelaide, Sydney Melb, Brisbane	10000
			in kind

Accessibility How will you address accessibility for people with disabilities? We do provide facilities for people with restricted mobility. Most RV's requiring this are fully equipped.
Environmental Impact Briefly outline how you intend to manage the environmental impact of your event. This may include elements from your Traffic Management Plan, Occupational Health & Safety Plan, Waste Management Plan and Risk Assessment. Factors to consider will include waste management, noise levels, pollution/rubbish, impact on community infrastructure etc. Also identify any environmental benefits arising from the event. We provide TMP, Emergency Evacuation plans and under take risk assessments, before and during the Rally. All operations will be a part of the Hire agreement with Mount Gambier Show Society.

Event Evaluation How will you know if you have achieved the aims and the objectives of the event? eg. Customer surveys, local business surveys, community surveys, participant surveys, attendance data-registrations etc. We survey our members and exhibitors who attend the event. Feedback is past onto the host Council The members survey gives us an indication of how much they spent whilst attending the rally and includes a departure figure. In the past the average figure is between \$2.5 - \$3 mil. This does not include those who chose to check out the venue or visit afterwards.



City of Mount Gambier Community Plan			
Please identify the area/s in which your event supports the City of Mount Gambier Community Plan?			
<input checked="" type="checkbox"/> Our People A safe inclusive City where access to quality services & facilities supports a socially connected, vibrant & healthy community	<input checked="" type="checkbox"/> Our Location A perfectly centered place where people aspire to live, work, visit & invest	<input checked="" type="checkbox"/> Our Diverse Economy A diversified, innovative & resilient economy that generates jobs & services	<input checked="" type="checkbox"/> Our Climate, Natural Resources, Arts, Culture & Heritage A culturally-inspired City that strives to minimise its ecological footprint
To download a copy of the Community Plan, please visit: www.mountgambier.sa.gov.au/CommunityPlan-TheFuturesPaper2016-2020.pdf			
Please explain how your event supports these pillars			
Our members will spend money, visit attractions and appreciate the hospitality of the region.			
They will participate in social activities including walking groups, church services, golf, bowls etc			
Members will be encouraged to engage with the culture & arts of the region.			
Members are encouraged to live by the "Leave No Trace" ethos for environmentally friendly tourism.			

Risk Management Planning

Please attach details of Risk Management Planning to be undertaken for the event, including pre-event liaison with emergency services and any emergency services to be present at your event. Your event planning should include a Risk Management Plan, Occupational Health & Safety considerations, and Emergency Response Plan. If you anticipate your event will attract large numbers, you should also consider completing a SAPOL Safety Assessment for Crowded Places – this only takes a few minutes and can be accessed online at www.police.sa.gov.au/online-services/mass-gatherings.

Please ensure you make contact with the following organisations to inform them about your event;

- SAPOL
- St John First Aid - requests completed online at www.stjohnsa.com.au/EventsQuoteRequest.aspx
- Security
- Mount Gambier Hospital if necessary.
- SA Ambulance Service regarding access to your event if required
- Metropolitan Fire Service

If you need information in regard to establishing a Risk Management Plan, please contact the Community Events Division.

Digital Photos

Council requires digital photos to help promote your event. On completion of event please submit post photos to help with promotion the following year.

Event Evaluation

If you are successful with your application Council will require a completed Event Evaluation form & reconciled budget post-event providing declarations that the funding has been spent only for the purposes for which you applied.

I acknowledge that the above information provided in this application is true and correct. I have read the "Events Sponsorship Guidelines" and understand that should this application be approved by the City of Mount Gambier I will be required to enter into a Sponsorship Agreement with the City in order to receive the funds.

In order for your application to be considered please attach a clear event budget including breakdown of income and expenditure

Signature: Richard Barwick

Date: 14/08/2023

Before submitting your application, please ensure you have attached the following;

<input checked="" type="checkbox"/>	Full Event Budget showing all income & expenditure
<input checked="" type="checkbox"/>	Proof of Public Liability InsuranceNew policy is available 30 January 2024
<input checked="" type="checkbox"/>	List of all funding partners for eventThis will be secured early 2024
<input checked="" type="checkbox"/>	Copy of Hire permit/Special Event Permit – if applicableNot applicable
<input checked="" type="checkbox"/>	Your Business Plan and/or Marketing Planprepared early January 2024
<input checked="" type="checkbox"/>	Copy of your organisation's most recent audited annual financial statement
<input checked="" type="checkbox"/>	Completed Risk Assessment for your event This will be completed 3 months prior to the event



Mount Gambier

Number of nights	8	
Total Powered Sites	300	
Total Unpowered Sites	620	
	<i>Inc GST</i>	<i>Ex GST</i>
Rally Rego Fee	\$95	\$86.36
Powered Site per night	\$22.00	\$20.00
Non Powered Site	\$15	\$13.64
No. of Units	700	Exepecting 700 vehicle
No. of People @ 1.85 per m/home	1295	
No of Powered Sites	300	
No of Non Powered Sites	400	

Income

Rally Income	INCLUDING € Ex GST	
R - Commercial Revenue		
Rally Traders	\$ 15,000	\$ 13,636
Sales to Members	\$ 2,000	\$ 1,818
Rally Program	\$ 3,000	\$ 2,727
TOTAL R - Commercial Revenue	\$ 20,000	\$ 18,182
R - Member Reg & Site		
Rally Rego Fee	\$ 123,025	\$ 111,841
Powered	\$ 52,800	\$ 48,000
Non Powered	\$ 70,400	\$ 64,000
TOTAL R - Member Reg & Site	\$ 246,225	\$ 223,841
R - Sponsorship		
General Sponsors	\$ 15,000	\$ 13,636
Regional sponsorship	\$ 10,000	\$ 9,091
Council Sponsorship	\$ 20,000	\$ 18,182
TOTAL R - Sponsorship	\$ 45,000	\$ 40,909
Total Rally Income	\$ 311,225	\$ 282,932
Sales - Product		
CMCA Shop	\$ 5,000	\$ 4,545
Total Sales - Product	\$ 5,000	\$ 4,545
Total income	\$ 316,225	\$ 287,477

Industry support
SA Tourism
Mount Gambier City

Less Operating Expenses

Rally Expenses



R - Advertising		\$ -	
R - Catering			
VIP	\$ 4,000	\$ 3,636	
Volunteers	\$ 20,000	\$ 18,182	
Morning Tea	\$ 2,500	\$ 2,273	
TOTAL R - Catering	\$ 26,500	\$ 24,091	
R - Committee & Volunteer Costs			
General Committee & Volunteer Costs	\$ 12,000	\$ 10,909	
Volunteer Shirts & Hats	\$ 10,000	\$ 9,091	
TOTAL R - Committee & Volunteer Costs	\$ 22,000	\$ 20,000	
R - Donations	\$ -	\$ -	
R - Electricity Supply	\$ 1,500	\$ 1,364	
R - Entertainment & Tours	\$ 35,000	\$ 31,318	
R - Equipment Maint	\$ 3,000	\$ 2,727	
R - General			
General	\$ 5,000	\$ 4,545	
Items for resale	\$ 5,000	\$ 4,545	
TOTAL R - General	\$ 10,000	\$ 9,091	
R - Hire Marquees & Buildings	\$ 15,000	\$ 13,636	
R - Hire Sound, Lights & Stage			
Tables & chairs	\$ 6,600	\$ 6,000	
Sounds, Lightening & stage	\$ 25,000	\$ 22,727	
Dance Floor & other flooring	\$ 1,000	\$ 909	
Misc	\$ 3,000	\$ 2,727	
TOTAL R - Hire Sound, Lights & Stage	\$ 35,600	\$ 32,364	
R - Hire Vehicle & Fuel			
Buggies	\$ 10,000	\$ 9,091	
Cars & Mini Bus	\$ 38,000	\$ 31,818	
Fuel	\$ 7,000	\$ 6,364	
TOTAL R - Hire Vehicle & Fuel	\$ 55,000	\$ 50,000	
R - Marketing	\$ 25,000	\$ 22,727	
R - OH&S & first aid	\$ 500	\$ 455	
R - Printing SMS			
Printing	\$ 1,000	\$ 909	
SMS	\$ 2,500	\$ 2,273	
Stationery	\$ 2,000	\$ 1,818	
Print Rally Program	\$ 5,000	\$ 4,545	
Rally Bags & Lanyards	\$ 1,500	\$ 1,364	
TOTAL R - Printing, Postage & Stationery	\$ 12,000	\$ 10,909	
R - Radios & Small Equipment	\$ 1,000	\$ 909	
R - Site Security	\$ 3,000	\$ 2,727	
R - Site Setup & Maint			
Grounds Hire	\$ 20,000	\$ 18,182	
Showers & Toilets			
Site Setup & Maintenance	\$ 2,500	\$ 2,273	
TOTAL R - Site Setup & Maint	\$ 22,500	\$ 20,455	
R - Telephone, fax, internet	\$ 2,000	\$ 1,818	
R - Transport & Cranes	\$ 25,000	\$ 22,727	
R - Travel & Accommodation	\$ 5,000	\$ 4,545	
R - Waste Disposal & Cleaning		\$ -	



Waste Disposal	\$ 3,500	\$ 3,182
Cleaning	\$ 5,000	\$ 4,545
TOTAL R - Waste Disposal & Cleaning	\$ 8,500	\$ 7,727
R - Water Supply	\$ 1,000	\$ 909
Total Rally Expenses	\$ 309,100	
Net Profit	\$ 7,125	\$ 6,477



INSURANCE & RISK

MARKEY

47 Darby Street
Newcastle
NSW 2300

Issued: 1 February 2023

CERTIFICATE OF INSURANCE

In our capacity as insurance brokers, we confirm having arranged insurance as follows:

INSURED: Campervan & Motorhome Club of Australia Ltd
Motouring Australia, RV Clubs Australia Ltd
Affiliated State Chapters, Special Interest Groups, Committees,
Volunteers, Registered Members and Others

INSURANCE CLASS: LIABILITY

SITUATION: AUSTRALIA WIDE

INTEREST: Legal Liability for Personal Injury or Property Damage within the
Territorial Limits that happens in connection with the Insured's
Business

LIMIT OF INDEMNITY: **PUBLIC LIABILITY** **\$20,000,000**
PRODUCTS LIABILITY **\$20,000,000**

PERIOD OF INSURANCE: 31/01/2023 - 31/01/2024
4.00pm Local Standard Time at the Insured's head office

INSURER: SLE

POLICY NUMBER: 205095510629

This certificate is subject always to the terms, conditions and limitations of the policy and is issued as a matter of record only. It does not alter or extend the coverage provided by the policy or assume its continuity beyond the date stated or confer rights under the policy to any party other than the parties noted as the Insured. Please refer to your policy wording for full terms and conditions.

In arranging this certificate, we do not guarantee that the insurance outlined will continue to remain in force for the period referred to as the policy may be cancelled or altered by either party to the contract at any time in accordance with the terms and conditions of the policy or in accordance with the terms of the "Insurance Contracts Act". We accept no responsibility or liability to advise any party who may be relying on this certificate of such alteration to or cancellation of the policy of insurance.

We confirm insurance has been arranged in accordance with your details, please note this certificate is subject to the premium having been paid in full.

Signed by and on behalf of
MARKEY GROUP PTY LIMITED

J Ford

Josh Ford

*freedom
of
choice*

37th CMCA NATIONAL RALLY SEPTEMBER / OCTOBER 2024

MOUNT GAMBIER

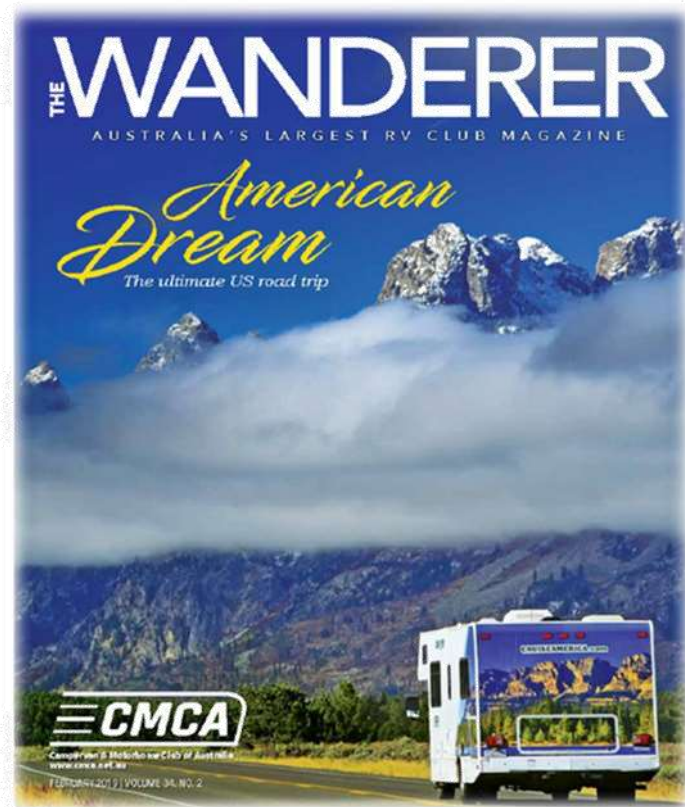


Campervan & Motorhome Club of Australia 02 4978
8788 | PO Box 254 HRMC NSW 2310 www.cmca.net.au



WHO IS CMCA?

The Campervan & Motorhome Club of Australia Limited (CMCA) is Australia's largest RV club, with 70,000 members. We are a not-for-profit members based organisation, that was established in 1986.



CMCA RALLY EVENT OVERVIEW

- A CMCA National Rally is a gathering of CMCA members and incorporates the Company's Annual General Meeting.
- The rally is held in September / October of each year and runs for 7 to 8 days, with access to the site for up to 20 days.
- Around 230- 300 members volunteer at a rally.
- Past Rallies have attracted between 600 with our record being 1425 vehicles at Toowoomba in 2004.



- Expected number of participants at a National Rally can reach up to reach between 600 to 1000 vehicles. Each area and site is different and offers different qualities.
- Various activities happen at rallies including tours of the area, seminars and presentations on a wide range of topics, disc bowls competition, golf and bowls (off site) trade stands, Geowiki, training, rvSafe demonstrations, nightly entertainment, happy hours and poets breakfasts.



BRANDING / MEDIA OPPORTUNITIES /CMCA COMMUNICATION

The Club's monthly magazine, *The Wanderer*, is available to members by hard copy and online. This great communication and advertising tool, along with the Club's website and Facebook page is the most effective way to get 'the word around'.

We also use all our communication methods being bi-monthly e-newsletters which have an open rate of 62%, industry average is 18%, our three social media platforms being a public Facebook site, Closed Members Connect site and our Instagram site gain enormous traction, plus a member only forum.

- Advertising through local media; print, television and radio. Notices on the council's website and Facebook will also attract attention.
- Rally programme is printed in hard copy and available online.

COMMUNITY ACTIVITIES INCORPORATED INTO EVENT

- Local tours of the area, including tourist attractions, visits to eateries, restaurants and shopping districts.
- An Open Day held at each rally for the general public to experience the RV lifestyle, along with a disc bowls come and try session.
- Local charities are supported, including the Craft Barn which donate rugs, beanies and knitted products to local nursing homes. Sporting clubs are supported through participation in activities such as lawn bowls and golf.
- Local schools are included with possible engagement of choirs, bands and fundraising events. Schools are approached through their Parents & Friends Associations to provide items for sale at our morning teas each day. These can be cakes and slices etc.
- We like to raise funds for local charities through our Open Day and auction at the Rally Ball. This has raised a considerable amount in the past.
- We like to involve the SES and Fire service for demonstrations during the rally.

WHAT DO CMCA PROVIDE?

- CMCA owns three containers filled with extra power boxes, water taps & pipes and the equipment required to set-up a site.
- We will provide the opportunity for communities to extract valuable dollars from our members.



- Many members staying in the region before and after the event.
- Currently consumers whilst on the road spend over \$850 per week.
- Extensive media and promotion



BENEFITS FOR THE AREA

- The opportunity to bring extra tourism dollars to the area. Currently there are over 850,000 registered RV's in Australia
- A CMCA National Rally can generate a spend of approximately \$2.5 - \$3mil. The return on investment by council is very significant and repeat visitation is assured.
- Many people wait until the event is over before travelling to experience the friendliness of the community.
- Social interaction and engagement with the community
- Working with local businesses and local community groups
- Maximising attendance at local and nearby events
- Publicity and marketing for the town and region as a RV Friendly Town
- Showcasing the region that they welcome RV's



CMCA RALLY REQUIREMENTS

Generally, the site requires the following:

- A site of approximately 40 acres if possible
- Large sheds with concrete flooring
- Function centre
- Single 15amp and three phase power outlets
- Potable water
- Sewage outlets, dump point and the ability to have temporary units installed.
- Showers and toilets – men's, ladies and disabled
- Buildings for administration, meeting rooms, First Aid, seminars, compliant kitchen etc
- Grassed area to play Disc Bowls
- Ability to hire equipment such as marquees, tables, chairs, dance floor and stage etc.
- Sound and lighting providers
- Fully fenced complex
- Cooperation from the Council and user groups



CMCA PREVIOUS RALLIES

The location can be at a showground, designated site, school or sporting fields. Below shows Boonah (QLD) where the rally was located at the showground and sporting fields adjacent and further below is Nelson Bay (NSW) where we used the soccer, AFL and rugby league sports grounds.



CMCA CONTACTS

Contact – Richard Barwick
CEO



19.5 26 JANUARY EVENT AND AWARDS CEREMONY – REPORT NO. AR23/62557

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/62557
CM9 Reference:	AF22/378
Author:	Biddie Shearing, Manager Economy, Strategy and Engagement
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report recommends a pause in 2024 for the combined event of Citizen of the Year Awards, Australia Day Breakfast & Citizenship Ceremony to provide time to consider a refresh on how, as a community, we can acknowledge and celebrate outstanding community members and programming which reflects the diversity of our City.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/62557 titled '26 January Event and Awards Ceremony ' as presented on 19 September 2023 be noted.
2. That Council pause the combined Australia Day Breakfast Event including Citizen of the Year Awards & Citizenship Ceremony traditionally delivered on January 26
3. That Council hold its Citizenship Ceremony on Wednesday 24th January 2024 at 2pm in City Hall
4. That Council continue to facilitate the Citizen of Year Awards and holding the Award Ceremony in conjunction with Volunteer Week 20-26 May 2024.
5. That Council utilises the pause as an opportunity to explore and engage on the provision of more inclusive programming that celebrates our intergenerational and diverse community, including our multicultural and First Nations peoples.



TYPE OF REPORT

Other

BACKGROUND

In 2023 the Australia Day Breakfast and Award ceremony was the first held since Covid. Council sought feedback on the event and an Elected Member workshop was held on 28 March 23 with a further briefing held on 5 September 2023 to discuss how to reinvigorate and celebrate our diverse community.

Council observed the post Covid attendance of the combined event and reduced numbers of participation for the Citizen of the Year Awards and in noting this, acknowledges the opportunity to explore options to improve the inclusivity of our programming. That discussion included making any community celebration more inviting to all age groups in our community as well as recognising and embracing the richness that our many diverse cultures and First Nations people bring to our City. A highlight of the 2023 event was the inclusion of Auslan signing, which was seen as a positive step towards this spirit of inclusion.

Council also acknowledged the heightened levels of dialogue within our community around Australia Day and sought preliminary feedback from the Yerkalapata RAP Community Reference Group. This feedback noted that there are a range of views about this matter within the community, and that there may be opportunities to consider how to make any such events (whatever their timing) more inclusive.

PROPOSAL

On this basis, it is suggested in 2024 Council pause this combined event for 2024 to consider a refresh on how, as a community, we can acknowledge and celebrate outstanding community members.

Council acknowledges the significance of recognising our Citizens of the Year through the Awards ceremony and with participation numbers reducing year on year, it is proposed that we move the Awards to coincide with Volunteers Week in May to create a more auspicious community celebration.

In continuing with the core components of programming, it is suggested that:

- Council holds a Citizenship Ceremony on Wednesday 24th January 2024 at 2pm in City Hall.
- Council facilitates the annual Citizen of Year Awards, with the Award ceremony held in conjunction with Volunteer Week 20-26 May 2024.

Council would utilise the pause as an opportunity to undertake broad community consultation to inform its approach for future community programming. Council will be particularly interested to consider how to increase the engagement of young people, and the involvement of multicultural community members and First Nations stories.

LEGAL IMPLICATIONS

The shift of dates aligns with the Australian Citizenship Ceremonies Code which requires a citizenship ceremony to be held on the three days before or after January 26.

STRATEGIC PLAN

1.3.1 Supporting community events and programs that bring people together, encourage interaction and promote a sense of community

1.3.2 Providing opportunities to enable our community to be supported and involved

1.3.3 Raising awareness of community accomplishments

1.4.3 Valuing and supporting our Boandik and multicultural communities



3.1.2 Generating positive messages about Mount Gambier that are heard and recognised across our region and in Adelaide, together with wider domestic and international targeting

3.1.3 Engaging our community leaders in strategies to address current barriers and in shaping the future

3.1.4 Capitalising on and promoting the benefits of a multicultural community

4.4.3 Adopting a Reconciliation Action Plan and working to implement it sensitively

4.4.5 Celebrating our cultural diversity

COUNCIL POLICY

A270 – Australia Day Awards

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

By proposing the pause in combined events on 26 January this will allow council to fully consider and consult extensively with the community and gaining a deeper understanding of future aspirations for acknowledging our community and ensure council is in step with these aspirations.

CULTURAL IMPLICATIONS

By proposing the pause in combined events on 26 January this will allow council to fully consider and consult extensively with the broader community including our First Nations people and Traditional Owners.

RESOURCE IMPLICATIONS

Activity and associated expenditure for the Citizen Awards, Australia Day Breakfast & Citizenship Ceremony is within existing resources. The proposed pause for Australia Day Breakfast, will allow resources to be redeployed to other event activity this financial year.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

The proposed pause on combined activity will allow council the time to reflect sensibly about risks and consider mitigation if needed.

EQUALITIES AND DIVERSITY IMPLICATIONS

The proposed pause of combined events is to specifically address the diversity and inclusion in our community.

During the pause on programming for 26 January, Council will maintain its commitment to celebrating our new citizens and our community leaders at other appropriate times.

ENGAGEMENT AND COMMUNICATION STRATEGY

The proposed pause will allow council to undertake broad community engagement activity to better understand the aspirations from our community for future programming.

Acknowledging the need for accurate information to be shared with our community as Council approaches a pause in programming, administration will develop a range of clear messaging and provide channels for community feedback throughout the engagement period.



IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

With consideration of the event evaluation, timings and unsolicited community feedback to date specifically in relation to the Australia Day Breakfast, Citizen of the Year Awards and Citizenship Ceremony, it is recommended that in 2024 council pause this combined event to consider a refresh on how, as a community, we can acknowledge and celebrate outstanding community members and our diversity of cultures and ages.

Council will continue to hold a Citizenship Ceremony on Wednesday 24th January 2024 at 2pm in City Hall and facilitate the Citizen of Year Awards culminating the Award ceremony in conjunction with Volunteer Week 20-26 May 2024 allowing a clear focus on our outstanding community members.

ATTACHMENTS

Nil



**19.6 2023 MOUNT GAMBIER CHRISTMAS PARADE TEMPORARY ROAD CLOSURES –
REPORT NO. AR23/61632**

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/61632
CM9 Reference:	AF22/378
Author:	Xarnia Keding, Community Events Officer
Authoriser:	Barbara Cernovskis, General Manager City Infrastructure
Summary:	This report is to notify Elected Members of the temporary road closures that have been ordered for the 2023 Mount Gambier Christmas Parade.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/61632 titled '2023 Mount Gambier Christmas Parade temporary road closures' as presented on 19 September 2023 be noted.
2. That Council be notified that, pursuant to Section 33 of the Road Traffic Act 1961 and Instrument of Delegation, the Minister of Transport has made the order to close the following roads on Saturday, 18 November 2023:

STREET CLOSURES

COMMERCIAL STREET EAST	<ul style="list-style-type: none"> - Davison Street to Crouch Street closed 8:00am to 12:30pm - N/S (North/South) Anthony Street closed 10:00am to 12:30pm - N/S Crouch Street closed 10:45am to 12:30pm
COMMERCIAL STREET EAST	<ul style="list-style-type: none"> - Crouch Street to Bay Road closed 8:30am – 2:00pm - N/S Crouch Street closed 10:45am – 12:30pm - N/S Krummel Street closed 10:00am – 12:30pm - N/S Compton Street closed 10:00am – 2:00pm - N/S Ferrers Street closed 8:30am – 2:00pm - N/S Bay Road closed 10:55am – 12:30pm
WATSON TERRACE	<ul style="list-style-type: none"> - N/S Watson Terrace closed 6:30am – 5:00pm - E/W Watson Terrace Bay Road closed 8:00am – 12:30pm



COMMERCIAL STREET WEST	<ul style="list-style-type: none"> - Bay Road to Wehl Street closed 8:30am – 2:00pm - N/S Bay Road closed 10:55am – 12:30pm - N/S Gray closed 10:55am – 2:00pm - N/S Elizabeth closed 10:55am – 2:00pm - N/S Wehl closed 10:30am – 2:00pm
COMMERCIAL STREET WEST	- Wehl Street to Bertha Street closed 10:00am – 2:00pm
VICTORIA TERRACE	- Ellis Street to Jubilee Highway West 10:00am – 2:00pm

3. That Council be notified that, SAPOL has granted exemption for persons taking part in the Parade from the following Australian Road Rules and Conditions:

ROAD RULES & CONDITIONS ON EXEMPTIONS FROM AUSTRALIAN ROAD RULES

*Persons taking part in the Parade are **exempt** from the following Road Rules when on closed roads:*

Rule 221	Using hazard warning lights
Rule 230	Crossing a road – general
Rule 231	Crossing a road at pedestrian lights
Rule 232	Crossing a road at traffic lights
Rule 234	Crossing a road on or near a crossing for pedestrians
Rule 238	Pedestrians travelling along a road (except in or on a wheeled recreational device or toy)
Rule 264 <i>Condition on Exemption:</i>	Wearing of seat belts by drivers <i>provided the speed of the vehicle does NOT exceed 25km/h</i>
Rule 265 <i>Condition on Exemption:</i>	Wearing of seat belts by passengers 16 years old or older <i>provided the speed of the vehicle does NOT exceed 25km/h</i>
Rule 266 <i>Condition on Exemption:</i>	Wearing of seat belts by passengers under 16 years old <i>provided the speed of the vehicle does NOT exceed 25km/h</i>
Rule 268 <i>Condition on Exemption:</i>	How persons must travel in or on a motor vehicle <i>provided the speed of the vehicle does NOT exceed 25km/h</i>
Rule 269 <i>Condition on Exemption:</i>	Opening doors and getting out of a vehicle etc. <i>provided the speed of the vehicle does NOT exceed 5km/h</i>
Rule 298 <i>Condition on Exemption:</i>	Driving with a person in a trailer <i>provided the speed of the vehicle does NOT exceed 25km/h</i>



TYPE OF REPORT

Legislative

BACKGROUND

The Minister of Transport has made the order to close all effected roads and SAPOL has granted exemptions to Australian Road Rules on Saturday, 18 November 2023.

PROPOSAL

N/A

LEGAL IMPLICATIONS

Section 33 of the Road Traffic Act 1961

STRATEGIC PLAN

The Mount Gambier Christmas Parade links to the following goals within the Strategic Plan:

Goal 1 – Our People

Goal 2 – Our Location

Goal 3 – Our Diverse Economy

Goal 4 – Our Climate, Natural Resources, Arts, Culture and Heritage

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

Stimulate economy.

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The parade brings people together, encourages interaction and promotes a sense of community.

CULTURAL IMPLICATIONS

Celebrates community and promotes wellness.

RESOURCE IMPLICATIONS

Support from Council infrastructure team, many volunteers, service clubs and emergency services.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Reliance on volunteers.

EQUALITIES AND DIVERSITY IMPLICATIONS

Accessible parking permits are available for viewing of parade. An Acknowledgment to Country Banner will be displayed at the beginning of the parade procession.

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A



CONCLUSION AND RECOMMENDATION

That Council be aware that The Minister of Transport has made the order to close all effected roads and SAPOL has granted exemptions to Australian Road Rules for the 2023 Mount Gambier Christmas Parade on Saturday, 18 November 2023.

ATTACHMENTS

Nil



**19.7 SPORT AND RECREATION CAPITAL WORKS PROGRAM 2023/2024 - APPLICATIONS
– REPORT NO. AR23/55209**

Committee: Council
Meeting Date: 19 September 2023
Report No.: AR23/55209
CM9 Reference: AF22/378
Author: Ashlee Pasquazzi, Executive Administrator Corporate and Regulatory Services
Authoriser: Barbara Cernovskis, General Manager City Infrastructure
Summary: Applications have been received, to seek Council endorsement for the distribution of funds for the 2023/2024 Sport and Recreation Capital Works Program.
Strategic Plan Reference: Goal 2: Our Location
Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

REPORT RECOMMENDATION

1. That Council Report No. AR23/55209 titled 'Sport and Recreation Capital Works Program 2023/2024 - Applications' as presented on 19 September 2023 be noted.
2. That \$100,000 be endorsed for distribution for the 2023/2024 Sport and Recreation Capital Works Program as follows:

<u>Applicant</u>	<u>Priority (Score)</u>	<u>Requested</u>	<u>Approved</u>
North Gambier Football/Netball Club	12	\$ 15,000	\$ 12,017
Mount Gambier RSL & District Bowling Club	17	\$ 26,000	\$ 19,904
South Gambier Football Netball Club	14	\$ 13,000	\$ 11,047
The Trustee for the Old Y Complex Trust	12	\$ 26,633	\$ 19,376
Apollo Football Club	13	\$ 50,000	\$ 37,656
		\$ 130,633	\$ 100,000

3. All applicants be notified accordingly, advising that the provision and acquittal of these grant funds will always be subject to:
 - all necessary land holder and development approvals being obtained; and
 - all works being completed in accordance with all relevant legislative and compliance standards.



TYPE OF REPORT

Corporate

BACKGROUND

Council resolved to provide an allocation in the annual budget for ongoing support for a Sport and Recreation Capital Works Program and to publicly call for applications. The 2023/2024 Budget provides an amount of \$100,000 for this Program.

The Sport and Recreation Capital Works Program was publicly advertised during August 2023, with the following applications received:

Applications Received - Overview

1. North Gambier Football/Netball Club
Project Title: Replacement of existing Vansittart Park Football Goal posts
Total Project Cost: \$ 23,280.00
Contribution Requested: \$ 15,000.00 (64% of project)
2. Mount Gambier RSL & District Bowling Club
Project Title: Resurfacing of Bowling Club entry road and carpark
Total Project Cost: \$ 53,050.00
Contribution Requested: \$ 26,000.00 (49% of project)
3. South Gambier Football Netball Club
Project Title: Replace carpet in club room
Total Project Cost: \$ 28,922.00
Contribution Requested: \$ 13,000.00 (45% of project)
4. The Trustee for The Old Y Complex Trust
Project Title: Construct a unisex, accessible (DDA), high quality and inclusive toilet facility
Total Project Cost: \$ 35,511.80
Contribution Requested: \$ 26,633.00 (75% of project)
5. Apollo Football Club
Project Title: Female change rooms
Total Project Cost: \$ 187,000.00
Contribution Requested: \$ 50,000.00 (26% of project)

The criteria developed for the Program Guidelines includes the following (in brief);

- as a general rule, a minimum total project cost of \$10,000 and a maximum of \$50,000
- preference to high incidence of self help
- preference to matching funds or significant in-kind contribution by the applicant (minimum 25% of total project costs)
- priority for capital renewal or upgrade of existing assets rather than enhancement/additions or new assets
- for projects aimed at increasing community usage of sport and recreation facilities
- projects that are consistent with and contribute to Council's Strategic Objectives including its Sport, Recreation and Open Spaces Strategy (SROSS) and Disability Access and Inclusion Plan (DAIP)
- not for operating costs, the purchase of land or repayment of loans
- not for projects already commenced or completed
- not for projects submitted by individuals



- projects completed and claims for payment to be submitted prior to 30 June 2022 to enable the release of funds before the end of financial year.

A copy of the assessment of applications (Attachment 1) and the guidelines (Attachment 2) for the 2023/2024 Program are provided for Members information.

Project Funding

	Funding Breakdown	Cash	In Kind	Voluntary	Grant Funding	Grant Requested	Total
1	North Gambier Football/Netball Club	\$7,000.00	\$880.00	\$400.00	-	\$15,000.00	\$23,280.00
2	Mount Gambier RSL & District Bowling Club	\$17,050.00	-	-	\$10,000.00	\$26,000.00	\$53,050.00
3	South Gambier Football Netball Club	\$10,430.00	\$500.00	\$4,992.00	-	\$13,000.00	\$28,922.00
4	The Trustee for the Old Y Complex Trust	\$8,878.80	-	-	-	\$26,633.00	\$35,511.80
5	Apollo Football Club	\$50,000.00	\$80,000.00	\$7,000.00	-	\$50,000.00	\$187,000.00

	Funding Breakdown	Cash	In Kind	Voluntary	Grant Funding	Total
1	North Gambier Football/Netball Club	30%	4%	2%	-	36%
2	Mount Gambier RSL & District Bowling Club	32%	-	-	19%	51%
3	South Gambier Football Netball Club	36%	2%	17%	-	55%
4	The Trustee for the Old Y Complex Trust	25%	-	-	-	25%
5	Apollo Football Club	27%	43%	4%	-	74%



Section 4: Selection Rationale

The following application assessment rationale has been developed (based on the program guidelines) which in turn has influenced the recommended grant allocations.

ASSESSMENT RATIONALE LEGEND								
Rating Legend	High 3	Renew of Existing 3	50% + 3	Yes 1	Provided 1	Provided 1	None Previously 3	Rating 4 4
	Average 2	Enhance/Add to Existing 2	26-50% 2	No 0	Not Provided 0	Not Provided 0	Moderate previously 2	Rating 3 3
	Low 1	New 1	25% 1				Significant previously 1	Rating 2 2

ASSESSMENT									
	Community Benefit	Infrastructure Assessment	Contribution of Club/ Other Contributions		Guidelines Compliance				Score
Application	Benefit to Community	Infrastructure Priority	% Club Contribution	Other Contributions	Financial/Bank Statements	Quotations Provided	Previous / Level of Grants	Star Club Rating	
North Gambier Football/Netball Club	1	3	2	0	1	1	1	3	12
Mount Gambier RSL & District Bowling Club	2	3	3	1	1	1	2	4	17
South Gambier Football Netball Club	1	3	3	0	1	1	1	4	14
The Trustee for the Old Y Complex Trust	3	3	1	0	1	1	3	0	12
Apollo Football Club	2	1	2	0	1	1	1	4	13

A copy of the list of previous recipients of the funding has been attached (Attachment 3) to this report for Elected Members information.

PROPOSAL

That the allocated \$100,000 be distributed for the 2023/2024 Sport and Recreation Capital Works Program as follows:

<u>Applicant</u>	<u>Priority (Score)</u>	<u>Requested</u>	<u>Approved</u>
North Gambier Football/Netball Club	12	\$ 15,000	\$ 12,017
Mount Gambier RSL & District Bowling Club	17	\$ 26,000	\$ 19,904



South Gambier Football Netball Club	14	\$ 13,000	\$ 11,047
The Trustee for the Old Y Complex Trust	12	\$ 26,633	\$ 19,376
Apollo Football Club	13	\$ 50,000	\$ 37,656
		\$ 130,633	\$ 100,000

LEGAL IMPLICATIONS

Successful applicants are required to obtain all necessary landholder and development approvals and complete works in accordance with relevant legislative and compliance standards.

Applicants must sign an Acceptance of Grant Conditions agreement, with terms set out by Council, prior to commencing works.

STRATEGIC PLAN

Goal 2: Our Location

2.1 Infrastructure development and managing our current assets

We will commence work on meeting the community's aspirations for future infrastructure development, whilst managing our existing infrastructure and assets in a manner that demonstrated the pride we take in our environment.

Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage

4.2 Open Space

We will ensure that future growth is planned in a manner that provides access to, and does not detract from, the community's environmental values.

COUNCIL POLICY

[Mount Gambier Sport Recreation and Open Space Strategy \(SROSS\) - March 2022](#)

ECONOMIC IMPLICATIONS

Nil

ENVIRONMENTAL IMPLICATIONS

Nil

SOCIAL IMPLICATIONS

Nil

CULTURAL IMPLICATIONS

Nil

RESOURCE IMPLICATIONS

Council has allocated \$100,000 in its budget for the Sport and Recreation Capital Works Program Grant Funding.

Each application has been assessed against the funding guidelines with the allocation of money distributed according to the priority rating.

VALUE FOR MONEY

Each successful applicant is required to submit an acquittal prior to 30 June 2024 to confirm completion of their project. Payments do not occur until an acquittal received.

The approved grant funding amounts are paid in this financial year.



RISK IMPLICATIONS

Council has committed to delivering the Sport and Recreation Capital Works Program Grant Funding and this program assists in delivering capital upgrades to local sporting clubs, including Council owned (leased/licensed) buildings and facilities.

This funding is relied upon by clubs to ensure high quality infrastructure to increase community usage of sport and recreation facilities.

EQUALITIES AND DIVERSITY IMPLICATIONS

Applications are assessed against the criteria in the guidelines and are outlined in this report.

Projects are also measured against Council's Strategic Objectives including the Sport, Recreation and Open Spaces Strategy (SROSS) and Disability Access and Inclusion Plan (DAIP).

ENGAGEMENT AND COMMUNICATION STRATEGY

The Sport and Recreation Capital Works Program Grant Funding was advertised via Council's website and social media platforms in August and September. A public notice advertisement was placed in local newspapers.

The Limestone Coast Local Government Association provided previous StarClub members with details of the program.

IMPLEMENTATION STRATEGY




Following endorsement applicants will be notified in writing of Council's decision, each successful applicant will be required to be complete their project and acquit the funds by 30 June 2024.

CONCLUSION AND RECOMMENDATION

It is recommended that Council approve the allocation of funds for the projects presented in this report, as detailed below:

<u>Applicant</u>	<u>Priority (Score)</u>	<u>Requested</u>	<u>Approved</u>
North Gambier Football/Netball Club	12	\$ 15,000	\$ 12,017
Mount Gambier RSL & District Bowling Club	17	\$ 26,000	\$ 19,904
South Gambier Football Netball Club	14	\$ 13,000	\$ 11,047
The Trustee for the Old Y Complex Trust	12	\$ 26,633	\$ 19,376
Apollo Football Club	13	\$ 50,000	\$ 37,656
		\$ 130,633	\$ 100,000

ATTACHMENTS

1. Assessment of Sport and Recreation Capital Works Program Applications 2023/2024 [↓](#) 
2. Sport and Recreation Capital Works Program - Guidelines [↓](#) 
3. Sport and Recreation Capital Works Program - Projects Previously Funded - 2010-2022 [↓](#) 



Applicant	Project Name	Location	Score	Total Project Cost	Amount requested	Amount Recommended	% of project requested	Club Contribution	Membership Details					
									Junior		Senior		Total	
									M	F	M	F	M	F
North Gambier Football/Netball Club	Replacement of existing Vansittart Park Football Goal posts	Vansittart Park, Mount Gambier	12	23,280	15,000	12,017	84%	36%	160	110	55	90	215	150
Mount Gambier RSL & District Bowling Club	Resurfacing of Bowling Club entry road and carpark	2 Jubilee Highway East, Mount Gambier	17	53,050	26,000	19,904	49%	51%	-	1	127	71	127	72
South Gambier Football Netball Club	Replace carpet in club room	Blue Lake Sports Park, Mount Gambier	14	28,922	13,000	11,047	45%	55%	250	100	200	100	450	200
The Trustee for the Old Y Complex Trust	Construct a unisex, accessible (ODA), high quality and inclusive toilet facility	29 Percy Street, Mount Gambier	12	35,512	26,633	19,376	75%	25%	207	474	70	159	277	633
Apollo Football Club	Female change rooms	32 Webb Street, Mount Gambier	13	187,000	50,000	37,656	27%	73%	109	30	46	21	155	51



Applicant	Total Members	Planning Approval required	Building Approval required	Environmental Health Requirements	SROSS alignment	Other grant funding applied for	Star club Rating	Financial Statements	Current Bank Statements	Quotations Received	Financial Capacity (to proceed with reduced funding)
North Gambier Football/Netball Club	365	No	Yes	Nil	This project is in alignment with the SROSS as it is providing high quality infrastructure. Note that a masterplan for Vansittart Park is flagged as a high priority. This may impact the position of current and future infrastructure including the goal posts.		3	Yes	Yes	Yes	No
Mount Gambier RSL & District Bowling Club	199	No	No	Nil	This project is in alignment with the SROSS Strategic Principles and Priorities. The project will increase accessibility for users.	10,000	4	Yes	Yes	Yes	Yes
South Gambier Football Netball Club	650	No	No	Nil	While the endorsed Option 2 of the Blue Lake Sports Park Master Plan incorporates a new outdoor facility for Football, Netball and Cricket it is noted that this will be some years away. This project aligns with SROSS in that it is making our existing facilities fit for purpose.		4	Yes	Yes	Yes	Yes
The Trustee for the Old Y Complex Trust	910	No	Yes	Nil	This project is in alignment with the SROSS Strategic Principles by promoting physical access for all abilities and genders		0	Yes	Yes	Yes	Yes
Apollo Football Club	206	Dependent of assessment of plans	Yes	Records indicate that there may be a septic tank on-site that is pumped into SA Water. If not connected to SA Water, a wastewater application would be needed.	This project aligns with Strategic Priority 2 of SROSS by addressing gaps in female friendly change facilities promoting physical access for all genders.		4	Yes	Yes	Yes	Yes





2023/2024 Program Guidelines:

The aim of the City of Mount Gambier Sport and Recreation Capital Works Program is to foster and assist in the development and/or capital renewal of Sport and Recreation infrastructure, within the City.

An allocation of \$100,000 has been made in Councils 2023/2024 budget for distribution in this annual program. Applications for funding under the Sport and Recreation Capital Works Program, as a general rule, should be for projects with a minimum total project cost of \$10,000 and a maximum project cost of \$50,000. *For any application over \$50,000, a separate business case should be provided prior to 30 November to be considered in Council's annual budget process for funding in the next financial year.*

Preference will be given to applications which can demonstrate a high incidence of self-help by either matching funds or significant in-kind contributions by the organisation, towards the project evidenced by bank statements or written commitment from funding partner/s.

The applicant's contributions for this purpose may include cash from the organisation's own resources, grants or funds from sponsors or other sources or in-kind support in the form of labour or services. If the applicant's contribution includes a grant from another source, the applicant must provide evidence that the grant has been awarded or confirmed with the application.

The Applicants 'Self Help' contribution, as defined, must equate to a minimum contribution of at least 25% of the total project costs.

What Types of Projects are eligible for Program Funding?

- ▲ Capital renewal of existing asset infrastructure e.g. replace lighting, pitches, upgrade courts, capital repair of buildings, grounds etc.
- ▲ Capital upgrades to enhance existing asset infrastructure e.g. building extensions, rebuild structures, upgrade lighting, additional new facilities etc.
- ▲ New capital assets - to build/develop assets not previously provided e.g. new clubrooms, toilets, lighting, change rooms etc.
- ▲ Projects which are aimed at increasing the community usage of specific sport or recreation facilities.
- ▲ Projects that improve existing buildings, fire or public safety including disability access and inclusion to meet current standards relative to their use.
- ▲ Projects that are consistent with and contribute to Council's Strategic Objectives including its Sport, Recreation and Open Spaces Strategy (SROSS) and Disability Access and Inclusion Plan (DAIP).

In respect of projects involving buildings or infrastructure, preference will be given to applications which aim to renovate, overhaul or repair existing buildings or facilities, rather than the construction of new or additional facilities.

What is not eligible for Program Funding?

- ▲ Routine or ongoing operating costs (staff wages, rent, electricity, water, insurance etc), the purchase of land or the repayment of financial loans.
- ▲ Projects which have already commenced or completed prior to grants being awarded.
- ▲ Projects submitted by individuals.



Who can apply for Grant Funding?

- ▲ Any Sport or Recreation organisation, which is based in the City of Mount Gambier area and who's activities are predominantly conducted within the City of Mount Gambier.
- ▲ Be a previous Starclub Member at a minimum rating of 2 as a pre-condition for release of funds (noting that this program ceased earlier this year).
- ▲ Applicants must have a current Australian Business Number (ABN) issued by the Australian Taxation Office (ATO). Applications will not be considered unless the applicant has an ABN at the time of submitting the grant application.

Any individual or organisation can apply for an ABN very easily on-line via the Australian Business Register at <http://www.abr.gov.au/>

- ▲ An organisation may only submit one application per financial year.

Primary and Secondary schools are generally excluded from applying, unless they can demonstrate that their project is predominantly for the benefit of the wider community.

Assessment:

Council may seek additional information and support from a Local, Regional or State Association, or equivalent, when and if required for assessment of application.

Preference will be given to applications that demonstrate use of local suppliers, contractors and Australian made products or improve safety and access for the Community.

Council grant funding is subject to landowner/council consent including any engineering/building requests.

Development Approval:

Applicants are encouraged to proactively review the need for Development Approval for their project ahead of lodging their application where possible, and to provide their application for Development Approval at the same time as their grant application.

Applicants are expected to lodge the Development Application with required information within 7 days of being advised that it is required. Works on the project should not commence until Development Approval has been obtained, if required.

Further information regarding Development Application requirements can be found at the below link, or by contacting Council direct by phone on 08 8721 2555:

<https://www.mountgambier.sa.gov.au/services/development/building-and-planning>

Applicants are encouraged to engage with Council early in the process to ensure their applications receive the appropriate support including to complete the Development Application process, and that the progress of the project and grant funding is not delayed.



Applications which are not accompanied by the following documents will not be considered:

- ▲ Written Quotes - x2 for works >\$5,000, x3 for works >\$20,000
- ▲ Current financial statements.
- ▲ All bank statements for the last 3 months up to the current date.
- ▲ Evidence of previous registration for the Starclub program at a minimum rating of 2.
- ▲ Evidence of current tenure (lease/licence/ownership) for the land where the project is proposed.

Payment Conditions of Grants:

Grant funds will be paid to successful applicants following receipt by Council of evidence clearly demonstrating that the project has been completed that include:

- ▲ Invoices for completed works
- ▲ Development approvals / landowner consent
- ▲ Evidence of completed works (i.e. Photos, Certificate/Statement of Completion, Electrical or Plumbing Certificates)
- ▲ Validated previous Starclub Member at a minimum rating of 2.
- ▲ Warranty Certificates/documentation
- ▲ As-Constructed plans including specifications and service locations
- ▲ Financial summary of completed project
- ▲ Payment will not be made for a completed project which is not the project detailed in the grant application.
- ▲ If there is a significant reduction in the scope of works or total spend, Council remains the right to review its contribution on a proportional basis.
- ▲ An invoice must accompany the claim for payment.

Acquittal documentation must be submitted by 30 June 2024 to enable the release of funds before the end of the financial year.

Funds that are not acquitted by 30 June 2024 will be forfeited and no extensions will be accepted unless there are exceptional circumstances and a request, in writing, has been received by **15 March 2024**. The applicant must demonstrate that the project is or will be substantively complete at the time of submitting an extension request.

Applications must be received by the City of Mount Gambier, by no later than 5:00pm on the advertised closing date for the program.





**SPORT AND RECREATION MAJOR CAPITAL WORKS PROGRAM
PROJECTS PREVIOUSLY FUNDED**

Year	Organisation	Project Description	Allocation \$	Total Annual Allocation \$
2010	MG Little Athletics	Purchase of timing gate	10,000	45,000
	Basketball Mount Gambier	Canteen/viewing area upgrade (stage 1)	20,000	
	Suttontown Tennis	Court fencing upgrade	15,000	
2011	Apollo Soccer	Fencing	12,242	100,000
	MG Softball League	Fencing	25,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 2)	31,046	
	West Gambier Cricket	Turf wicket development	22,312	
	MG Tennis Club	Kitchen upgrade	9,400	
2012	LSE Hockey Association	Upgrade/replace playing surface	40,000	100,000
	MG Croquet	Upgrade kitchen & watering system	10,000	
	MG Netball Association	Netball shelters	20,000	
	Basketball Mount Gambier	Clubroom upgrade (stage 3)	30,000	
2013	West Gambier Football Club	Clubroom air-conditioning	11,000	100,000
	MG Greyhound	Well construction	11,000	
	MG Softball League	Clubroom upgrade	18,000	
	MG Tennis Club	Safety fencing / sun shelters	10,000	
	North Gambier Football/Netball	Vansittart Park Infrastructure Upgrades (Special Allocation)	50,000	
2014	West Gambier Football Club	Purchase/Install Rainwater Tanks	10,000	70,000
	East Gambier Sportsmen's Club	Re-roof Clubrooms	20,000	
	North Gambier Football Club	Upgrade Canteen/BBQ Shed	8,000	
	Mount Gambier Little Athletics	Upgrade Athletic Track	24,000	
	Blue Lake BMX Club	Re-roof Clubrooms	8,000	
2015	Apollo Soccer Club	Water Reduction Program	15,000	70,000
	MG Harness Racing Club	Lighting Upgrade	20,000	
	MG Cricket Association	Sight Screens & Covers Upgrade	30,000	
	East Gambier Netball Club	Resurfacing of courts	5,000	
2016	West Gambier Football Club	Upgrade Flood Lighting and Tower	40,000	70,000
	South Gambier Football Club	Renovation Public Toilet Block	9,000	
	MG District Baseball League	Lighting Upgrade	14,000	
	Blue Lake Soccer Club	Storage Shed (Extension)	7,000	
2017	South Gambier Football Club	Home Change Room Renovations	15,000	56,450
	Mil-Lel Cricket Club	Upgrade Frew Park Nets	6,360	
	MG Harness Racing Club	Lighting and PA system upgrade	20,000	
	Basketball Mount Gambier	Upgrade Entrance	15,090	
2018	South Gambier Netball Club	Resurfacing of courts and new shelters	27,000	92,000
	Blue Lake Sports Club Inc.	Upgrade fences, seating, lighting and security	17,000	
	South Gambier Football Club	Modernise Change Rooms	15,500	
	MG District Baseball League	Upgrade of Batting Cages	10,500	
	Mount Gambier Golf Club	Community access pathways	11,000	

Last updated August 2023

2019	East Gambier Cricket Club	construct a shelter / pergola over the canteen facility	11,000	80,531
	Blue Lake Golf Club	redevelop the existing driving range / construct shelter	14,965	
	South Gambier Football Club	relocate and modernise the umpires change rooms	10,467	
	West Gambier Football Club	for building fire safety upgrades	13,102	
	Mount Gambier Cycling Club	for building fire safety upgrades	1,061	
	North Gambier Football / Netball Club	construct a netball changeroom facility	10,467	
	Mount Gambier Netball Association	install new LED light fittings	19,469	
2020	North Gambier Football Club	construct a netball changeroom and shelter facility	10,000	86,000
	Apollo Football Club	upgrades to pitch lighting	35,000	
	Mount Gambier Bowls Club	convert existing toilet to assessable toilet	14,000	
	Mount Gambier RSL & District Bowling Club	upgrades to community bowling clubhouse	12,000	
	Blue Lake BMX Club	construct a track perimeter fence	12,000	
	Mount Gambier Golf Club	repairs to clubhouse entry and lighting upgrade	3,000	
2021	East Gambier Cricket Club	repair and seal scott park roadway	5,000	113,000
	Mount Gambier Bowls Club	re-furbish ladies toilets	14,000	
	Mount Gambier Gun Club	clay target trap upgrade	14,000	
	Mount Gambier RSL & District Bowling Club	external lighting improvements	2,000	
	North Gambier Football / Netball Club	female change room facility	25,000	
	South Gambier Football Club	solar system 30KW installation	18,000	
	South Gambier Netball Club	courtside shelter installation	9,000	
	West Gambier Football Club	installation of macerator pumps for sewage system	13,000	
	Blue Lake Golf Club	install electrical and golf ball dispensing to the Blue Lake Golf Club driving range	13,000	
2022	Mount Gambier Golf Club	course cart path improvement	\$11,000	81,000
	Apollo Football Club	roof mounted projector and new PA system	\$4,000	
	Mount Gambier Tennis Club	energy efficiency upgrade	\$11,000	
	West Gambier Netball Club Inc	court upgrade - fencing	\$25,000	
	Basketball Mount Gambier	various maintenance items	\$8,000	
	Lower South East Hockey Association	bird damage protection for synthetic playing surface	\$22,000	

Last updated August 2023



19.8 CARRY FORWARD 2022/2023 CAPITAL WORK IN PROGRESS, OPERATING PROJECTS AND GRANTS/SPONSORSHIPS BUDGETS – REPORT NO. AR23/36346

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/36346
CM9 Reference:	AF22/378
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	This report presents the capital projects and grants/sponsorships still in progress as at 30 June 2023 and proposes they be carried forward to 2023/24.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/36346 titled 'Carry Forward 2022/2023 Capital Work In Progress, Operating Projects and Grants/Sponsorships Budgets' as presented on 19 September 2023 be noted.
2. That Council approves the proposed total operating project and grants/sponsorship program carry forwards of \$320.7k and \$4.3m for capital works as at 30 June 2023 and revised annual net impact to financing activities of (\$6.4m).
3. That Council adopts the revised operating and capital expenditure budgets for the year ending 30 June 2023.



TYPE OF REPORT

Corporate

BACKGROUND

1. **Approach** - The carry forwards will be considered and adopted at the September Council meeting (noting that Budget Review 1 will be presented to Council for adoption at the November Council meeting).
2. The 2022/23 Capital Works program was developed during the year:
 - **The Adopted Annual Business Plan** - The 2022/2023 budget adopted on 28 June 2022 included a Capital Works program of \$21.5m.
 - **Budget Reviews and Year End Carry Forwards** - During the year Council's capacity to deliver the capital works program was reviewed and fully or partially deferred projects were identified at the year-end and at Budget Review 1, 2 and 3. These deferred projects were incorporated into the 2022/23 Annual Business Plan and Budget and Long Term Financial Plan. Following this a further review has been undertaken at the year-end with additional carry forwards of \$4.3m identified (excluding Wulanda as included in this report).
3. The 2022/23 budget adopted by Council on 28 June 2022 included capital expenditure of \$21.5m and a net budget deficit (net borrowing) of (\$8.7m).
4. The capital expenditure budget for the year ending 30 June 2023 as at 31 March 2023 (Budget Review 3) was \$28.2m (\$10.6m excluding Wulanda).
5. Following this, a further review has been undertaken at the year-end which confirmed projects that were complete with remaining capital works projects determined as work in progress.
6. Operating projects such as the Crater Lakes Activation Plan and Margaret Worth exhibition were also incorporated in the 2022/2023 budget.
7. The grants/sponsorships budget was adopted for 2022/2023 in June 2022 including the Sport and Recreation Capital Works Program Grant.
8. A further grant was awarded to the East Gambier Sportsmen's Club as per the following resolution. The funds were formally included in the 2021/22 budget at the November 2021 Council meeting as part of Budget Review 1. The funds were carried forward to 2022/2023 and a report was also brought to the July 2023 Council meeting to extend project timelines and carry forward funds to 2023/2024 as shown below.

RESOLUTION 2023/154

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

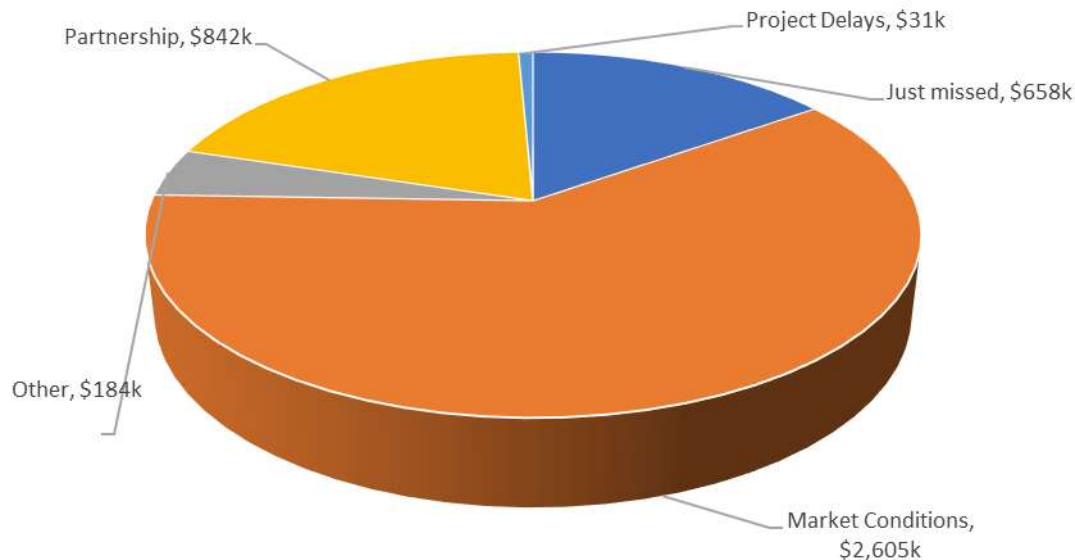
1. *That Council Report No. AR23/44650 titled 'Carry Forward 2023/24 East Gambier Sportsmen's Club Council Contribution' as presented on 18 July 2023 be noted.*
2. *That Council approves the proposed total carry forward of \$75,000 for the grant provided to East Gambier Sportsmen's Club by Council to 2023/2024, and notes that the amount will be formally included in Council's approved budget as part of the Carry Forward 2023/2024 Capital Works and Grants/Sponsorships Budgets report to be brought to Council at the September 2023 meeting.*

PROPOSAL

1. At the end of 2022/2023, draft actual capital expenditure excluding Wulanda was \$6.1m (prior to the year-end audit) had been spent with progress made on the following:
 - **Margaret Street Projects** - Footpath PLEC remediation and road reconstruction works delivered.



- **Infrastructure Programs** - Delivery of the projects including the Intersection Hotmix Program, Road Reseal Program, Footpath Reseal and Footpath Capital Expenditure Programs.
2. The fully/partially deferred capital projects carried forward of \$4.3m are driven by the following drivers:



- **Market Conditions \$2,605k** - Delays driven by market conditions during procurement including Caroline Landfill Cell 4A Construction \$1,459k, Plant and Equipment \$674k (Garbage Truck, Footpath Sweeper and Water Truck), Two Roads to Recovery Projects \$312k, and Old Gaol \$92k;
 - **Just Missed \$658k** - Expected to be delivered in early 2023/2024 including Valley Lake Amenities \$490k, Depot Amenities \$91k, and Ferrers St Car Park footpath \$40k.
 - **Projects Delivered in Partnership \$842k** - Including Pinehall Avenue (O'Leary Road to Sunnybrae Road) \$499k, and O'Leary Road - Pinehall Avenue \$314k.
3. **Revised Forecast Capital Works Program** - The budget adopted on 27 June 2023 for the year ending 30 June 2024 included \$9.7m for capital projects. The proposed forecast capital expenditure for 2022/23 as at 19 September 2023 includes an additional \$4.3m in carried forward budgets. The proposed capital works program budget is \$14.0m (it should be noted that this excludes Wulanda carry forwards that will be incorporated at Budget Review 1 at the November council meeting).

\$'000s	Adopted Budget	Carry Forwards	Budget Incl CF
Buildings and Structures	1,780	733	2,513
Caroline Landfill	2,200	1,459	3,659
Infrastructure	3,574	1,258	4,832
IT	60	46	106
Other	269	150	419
Plant & Equipment	1,782	674	2,456
Total	9,665	4,320	13,985



4. **Work In Progress Categorisation** - Of the 24 projects to be deferred/partially deferred, 8 projects are for the provision of new assets/upgrades (carry forwards \$2.2m) and 16 projects are for the renewal of existing assets (carry forwards \$2.1m).
5. **Operating Projects Carry Forwards \$235k** - The expenditure for the following projects has been deferred or partially deferred including the Crater Lakes Activation Plan \$82k, Signage Strategy \$50k, and Native Landscape Plan Historic Pine Plantation \$50k.
6. **Grants and Sponsorship Program Carry Forwards \$86k** - The following grants and sponsorship program deferrals have been proposed:
 - **East Gambier Sportsmen's Club \$75k** - An additional request was received from the club for an extension to provide funding in 2023/24 due to project complexities.
 - **Recreation & Sport Capital Works Grant \$11k** - The Mount Gambier Golf Club requested an extension to 2023/24 to the end of August 2023.
7. **Annual New Impact to Borrowing Activities** - The impact of the proposed above amendments on Council's 2023/24 position will be an increase of \$4.6m to (\$6.4m) as shown below.

\$'000s	Adopted Budget 2024	Draft Budget Incl C/F 2024
Income		
Rates	26,416	26,416
Statutory Charges	734	734
User Charges	9,193	9,193
Grants, Subsidies and Contributions - Capital	341	341
Grants, Subsidies and Contributions - Operating	4,707	4,707
Investment Income	40	40
Reimbursements	538	538
Other Income	311	311
Total Income	42,280	42,280
Expenses		
Employee Costs	15,087	15,087
Materials, Contracts & Other Expenses	17,288	17,609
Depreciation, Amortisation & Impairment	10,467	10,467
Finance Costs	2,275	2,275
Total Expenses	45,117	45,437
Operating Surplus / (Deficit)	(2,837)	(3,158)
Timing Adjustment for grant revenue		
Adjusted Operating Surplus (Deficit)	(2,837)	(3,158)
Net outlays on existing assets		
Capital expenditure on renewal and replacement of existing assets	5,762	7,890
Depreciation, amortisation and impairment	(10,467)	(10,467)
Proceeds from sale of replaced assets	(277)	(277)
Net outlays on existing assets	(4,982)	(2,854)
Net outlays on new and upgraded assets		
Capital expenditure on new and upgraded assets	3,903	6,095
<i>(including investments property & real estate developments)</i>		
Amounts received specifically for new and upgraded assets		
Proceeds from sale of surplus assets		
<i>(including investment property and real estate developments and non-current assets held for resale)</i>		
Net outlays on new and upgraded assets	3,903	6,095
Annual Net Impact to Financing Activities (surplus (deficit))	(1,759)	(6,399)



8. **Timing Impact** - It should be noted that the impact of the carry forwards on the annual net impact to financing activities of \$4.6m in 2023/24 (as shown above) should be considered over two years, i.e. there will be a corresponding reduction in the 2022/23.
9. **Budget Review 1** - A revised forecast for the financial year (Budget Review 1) completed as at 30 September 2023 will be presented at the November 2023 Council meeting. This will incorporate a review of the capacity to deliver the 2023/24 capital expenditure program including the year-end carry forwards and carry forwards for Wulanda. It is anticipated that the capital expenditure budget will be reduced at this stage to reflect a suitably sized capital program in line with what has been previously achievable.
10. **Year End Reporting** - Council reports on the 2022/23 Year End Budget Comparison and Audited Financial Statements will be presented to Council upon completion of the annual balance date audit by Dean Newbery and Partners in September 2023. This will be reviewed by Council's Audit and Risk Committee in October 2023 before being presented to Council in November 2023.

LEGAL IMPLICATIONS

The Local Government Financial Regulations 2011 Part 2 Section 9 requires Council to review its budget at least three times between 30 September and 31 May.

STRATEGIC PLAN

Projects and resulting outcomes as deferred/partially deferred are aligned with the 2022/23 and 2023/24 Annual Business Plan that is in turn aligned with Council's Strategic Plan.

COUNCIL POLICY

The Annual Business Plan assesses the financial requirements of the Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue and takes into account Council's long-term financial plan.

[B300 Budget Framework Policy](#)

[T150 Treasury Management Policy](#)

ECONOMIC IMPLICATIONS

As per the budget/strategic plan – no comment applicable to this report.

ENVIRONMENTAL IMPLICATIONS

As per the budget/strategic plan – no comment applicable to this report.

SOCIAL IMPLICATIONS

As per the budget/strategic plan – no comment applicable to this report.

CULTURAL IMPLICATIONS

As per the budget/strategic plan – no comment applicable to this report.

RESOURCE IMPLICATIONS

The annual net impact to financing activities will be increased by (\$4.6m) to (\$6.4m).

The Capital Works program will be reviewed at Budget Review 1 with a focus on deliverability and will incorporate the year end carry forwards for Wulanda.

VALUE FOR MONEY

The annual net impact to financing activities will be increased will be increased by \$4.6m to (\$6.4m). The carry forwards will reflect a deferral of the take up of borrowings from 2022/2023 to 2023/2024 as illustrated in the Uniform Presentation of Finances above, with no net increase in borrowings overall.



RISK IMPLICATIONS

The Local Government Act 1999 requires that Council assesses the financial requirements of Council for the financial year and sets out a summary of its proposed operating expenditure, capital expenditure and sources of revenue, and takes into account Council's long-term financial plan and relevant issues relating to the management and development of infrastructure and major assets by Council. It is likely that the carry forwards from FY2023 will put pressure and impact the deliverability of the planned FY2024 program. The Capital Works program will be reviewed at Budget Review 1 with a focus on deliverability.

EQUALITIES AND DIVERSITY IMPLICATIONS

As per the budget/strategic plan – no comment applicable to this report.

ENGAGEMENT AND COMMUNICATION STRATEGY

Informing only - Council's Annual Business Plan and Budget and Treasury Management Policy are available on Council's website.

IMPLEMENTATION STRATEGY

Once adopted the revised forecast (adopted budget + carry forwards) will be used as the basis of financial reporting and the review of the capital works program to assess the capacity to deliver.

CONCLUSION AND RECOMMENDATION

The 2023/2024 draft capital expenditure budget is \$14.0m (excluding any Wulanda carry forwards), an increase of (\$4.3m), the operating expenditure will also increase by (\$321k). The annual net impact to financing activities as per the Uniform Presentation of Finances will increase to (\$6.4m). It should be noted that the increase in the 2023/2024 position is due to timing and will be offset by a corresponding reduction in 2022/2023.

ATTACHMENTS

Nil



19.9 EMPLOYEE BEHAVIOURAL STANDARDS - UPDATE – REPORT NO. AR23/62861

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/62861
CM9 Reference:	AF22/378
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report is presented to update Council on advice associated with employee behavioural standards under section 120A(6)(b).
Strategic Plan Reference:	Goal 1: Our People
	Goal 2: Our Location
	Goal 3: Our Diverse Economy
	Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage
	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/62861 titled 'Employee Behavioural Standards - Update' as presented on 19 September 2023 be noted.
2. That Council note the delegation granted to the Chief Executive Officer to prepare and adopt '*employee behavioural standards*' in compliance with section 120A of the *Local Government Act 1999*, and the Chief Executive Officers responsibilities (including under sections 103, 104 or 107 of the *Local Government Act 1999*) to manage council employees in the workplace such as under a separate and existing '*Code of Conduct*'.



TYPE OF REPORT

Legislative

BACKGROUND

At the April 2023 Council meeting Report No. AR23/11629 regarding reform changes inserting section 120A of the *Local Government Act 1999* (the Act) providing that a Council may prepare and adopt standards (*employee behavioural standards*) specifying the standards of behaviour to be observed by employees of Councils and providing for any other matter relating to behaviour of employees of Councils.

The earlier report noted that clarity on full scope of section 120A was yet to be provided by the Local Government Association ('LGA') and Office of Local Government at the time of presentation of the report, which report was presented to meet the statutory requirement for Council to consider whether to adopt employee behavioural standards within 6 months of the November 2022 elections.

In consideration of Report No. AR23/11629 Council resolved:

2. *That the Chief Executive Officer be authorised to implement a 'code of conduct' or similar 'employee behavioural standards' that is compliant with section 120A of the Act.*
3. *That a further report be presented to Council to consider the positions of the Local Government Association or Office of Local Government if such positions are inconsistent with recommendation (2).*

A particular question that remained unclear at the time of the earlier report was the status of existing employee codes of conduct implemented administratively prior to the commencement of section 120A.

This report is presented to affirm the position advised by the Office of Local Government which supports Council's resolved position.

PROPOSAL

At the June 2023 Council meeting a full review of Council's delegations was conducted as required within 12 months of an election.

Part of this review included the adoption of the LGA's updated model delegations for the *Local Government Act 1999*, delegating relevant powers and duties to the Chief Executive Officer including those under section 120A relating to preparing and adopting employee behavioural standards.

Whilst empowering under section 120A the earlier resolution and delegations did not obligate the Chief Executive Officer to implement 'employee behavioural standards', noting the Office of Local Government subsequently provided clarification to the LGA.

Accordingly, the LGA issued a Model Employee Behavioural Standard and background information document that clarifies the Office of Local Governments explanation of the Parliaments intent in relation to section 120A.

Importantly, the advice includes that:

"there was no intent that councils (i.e., the elected member body) would need to adopt policies and procedures that a council CEO may deem necessary in the context of a CEO's responsibilities (including under sections 103, 104 or 107 of the Local Government Act) to manage council employees in the workplace."

This supports the proposition that (existing or new) codes of conduct adopted by the Chief Executive Officer are not affected by the commencement of section 120A.

However, if the Council (or the Chief Executive Officer under delegation) prepare and adopt a behavioural standard under section 120A, or Council itself had imposed employee standards before the commencement of section 120A, then such standards would need to meet the requirements of section 120A, including consultation with any relevant industrial association, to be valid.



Whilst the City of Mount Gambier had recently adopted a renewed employee code of conduct in 2022 before the commencement of section 120A, and following consultation with relevant industrial associations, this code was adopted by the Chief Executive Officer under other heads of power rather than by Council itself. Accordingly, the existing City of Mount Gambier Employee Code of Conduct does not require re-adoption under section 120A to remain valid.

Should the Council (or the Chief Executive Officer under delegation) determine to adopt employee behavioural standards under section 120A in the future then the provisions of that section will need to be complied with.

LEGAL IMPLICATIONS

In addition to the provisions in section 120A and Chapter 7 (Council Staff) of the Act, there are other award, enterprise and legislative implications associated with adopting employee behavioural standards, such that any decision to in this regard should first give due consideration to such matters.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

As referenced in the Background, Proposal and Legal Implications, the matter of employee behavioural standards has wider reaching implications that should be given due consideration prior to any decision making on whether (or not) to prepare and adopt any such standards.

The clarity provided on the continued validity of separate and existing employee 'Code of Conduct', addresses the risk of the existing arrangements requiring to be reconsidered in light of section 120A.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

In the absence of any proposed 'employee behavioural standards' additional to the separate and existing employee 'code of conduct' no engagement or communication, including consultation with relevant industrial associations, is anticipated at this time.



IMPLEMENTATION STRATEGY

With the validity of the separate and existing employee 'code of conduct' clarified there are no implementation requirements for a separate and additional 'employee behavioural standard'.

CONCLUSION AND RECOMMENDATION

With the clarity provided in this report it is recommended that Council note:

- the delegation granted to the Chief Executive Officer to prepare and adopt '*employee behavioural standards*' in compliance with section 120A of the *Local Government Act 1999*, and
- the Chief Executive Officers responsibilities (including under sections 103, 104 or 107 of the *Local Government Act 1999*) to manage council employees in the workplace such as under a separate and existing '*Code of Conduct*'.

ATTACHMENTS

Nil



19.10 POLICY REVIEWS – REPORT NO. AR23/59956

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/59956
CM9 Reference:	AF22/378
Author:	Melissa Telford, Councillor Support Officer
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report presents amended Council Policies following review for consideration and adoption.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/59956 titled 'Policy Reviews' as presented on 19 September 2023 be noted.
2. The updated policies as attached to Council Report No. AR23/59956 be endorsed:
 - C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery
 - C355 Council Land - Irrigation Policy
 - E135 Encroachments - Protection of Public During Building and Maintenance Works
 - F110 Fencing Costs - Contributions by Council
 - F175 Footways and Crossovers
 - F190 Footways - Paving in City Centre Zone
 - R270 Road Pavement - Excavation and Reinstatement Of
 - S115 Fencing of Stormwater Retention Basins
 - S120 Street Signs - Directional, Tourist and Other Scenic Facility Signs



TYPE OF REPORT

Legislative

BACKGROUND

Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.

Following the Interim Audit carried out in May 2023, it was identified that that Council still had 35 of a total 74 policies that were required to be reviewed and updated.

A process for the review of all policies has now commenced, with action plan developed and reporting on the progress being presented to the Executive Leadership Team (ELT) on a fortnightly basis.

A further 9 policies have been reviewed and are presented for endorsement by Council.

PROPOSAL

The following Council policies have been reviewed with no changes to content:

- C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery
- C355 Council Land - Irrigation Policy
- E135 Encroachments - Protection of Public During Building and Maintenance Works
- F110 Fencing Costs - Contributions by Council
- F175 Footways and Crossovers
- F190 Footways - Paving in City Centre Zone
- R270 Road Pavement - Excavation and Reinstatement Of
- S115 Fencing of Stormwater Retention Basins

The following policy has been reviewed and require minor amendments in line with legislative changes and to ensure the Policy is applicable to Council's current practices:

- S120 Street Signs - Directional, Tourist and Other Scenic Facility Signs
Manager Operations Infrastructure and Manager Operations and Engineering be included to authorised to approve applications for the placement of facility signs and scenic information signs

LEGAL IMPLICATIONS

Council and Council Officers have obligations to comply with the Act and Council Policies. This review will provide the foundations to support regulatory compliance.

STRATEGIC PLAN

N/A

COUNCIL POLICY

[C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery](#)

[C355 Council Land - Irrigation Policy](#)

[E135 Encroachments - Protection of Public During Building and Maintenance Works](#)

[F110 Fencing Costs - Contributions by Council](#)

[F175 Footways and Crossovers](#)



[F190 Footways - Paving in City Centre Zone](#)

[R270 Road Pavement - Excavation and Reinstatement Of](#)

[S115 Fencing of Stormwater Retention Basins](#)

[S120 Street Signs - Directional, Tourist and Other Scenic Facility Signs](#)

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

Up to date policies are an important governance tool providing direction and clarity for the organisation and community. They are therefore a part of Council's risk mitigation activities.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A










CONCLUSION AND RECOMMENDATION

This report recommends the following Policies as attached be endorsed:


- C120 Cemeteries - Carinya Gardens and Lake Terrace Cemetery
- C355 Council Land - Irrigation Policy
- E135 Encroachments - Protection of Public During Building and Maintenance Works
- F110 Fencing Costs - Contributions by Council
- F175 Footways and Crossovers
- F190 Footways - Paving in City Centre Zone
- R270 Road Pavement - Excavation and Reinstatement Of
- S115 Fencing of Stormwater Retention Basins
- S120 Street Signs - Directional, Tourist and Other Scenic Facility Signs



ATTACHMENTS

1. DRAFT Council Policy C120 - Cemeteries - Carinya Gardens and Lake Terrace Cemetery [↓](#) 
2. DRAFT Council Policy C355 - Council Land - Irrigation Policy [↓](#) 
3. DRAFT Council Policy E135 - Encroachments - Protection of Public During Building and Maintenance Works [↓](#) 
4. DRAFT Council Policy F110 - Fencing Costs - Contributions by Council [↓](#) 
5. DRAFT Council Policy F175 - Footways and Crossovers [↓](#) 
6. DRAFT Council Policy F190 - Footways - Paving in City Centre Zone [↓](#) 
7. DRAFT Council Policy R270 - Road Pavement - Excavation and Reinstatement Of [↓](#) 
8. DRAFT Council Policy S115 - Fencing of Stormwater Retention Basins [↓](#) 
9. DRAFT Council Policy S120 - Street Signs - Directional, Tourist and Other Scenic Facility Signs [↓](#) 



 <p>City of Mount Gambier</p>	<p>COUNCIL POLICY C120 CEMETERIES - CARINYA GARDENS AND LAKE TERRACE CEMETERY</p>	Version No:	67
		Issued:	March 201819 September 2023
		Next Review:	March 2024 September 2027

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the Cemetery situated at Grant Avenue, Mount Gambier, and known as Carinya Gardens and Cemetery situated at Lake Terrace East, Mount Gambier.

2. CARINYA GARDENS CEMETERY

(a) Burials

- (i) No burial shall be permitted at the Cemetery except in accordance with a current valid lease/interment right of a burial allotment;
- (ii) Leases/interment rights shall be in perpetuity.

(b) Cremation

- (i) No interment of cremated remains shall be permitted at the Cemetery except in accordance with a current valid licence/interment right to inter cremated remains.
- (ii) Licences/interment rights shall be in perpetuity.
- (iii) Cremated remains may also be interred in a burial allotment for the term of the lease/interment right.

(c) Allotments

- (i) Allotments are not to be reused.

3. LAKE TERRACE CEMETERY

(a) Burials

- (i) No burial shall be permitted at the Cemetery except in accordance with a current valid lease/interment right of a burial allotment.

(b) Cremation

- (i) No interment of cremated remains shall be permitted at the Cemetery unless in accordance with a current and existing valid lease/interment right.


(c) Allotments

- (i) No new lease/interment right shall be granted over any burial allotment at the Cemetery (excluding Sections 'H' and 'J').
- (ii) Allotments are not to be reused.

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Page 1 of 3

	COUNCIL POLICY C120 CEMETERIES - CARINYA GARDENS AND LAKE TERRACE CEMETERY	Version No:	67
		Issued:	March 2018 19 September 2023
		Next Review:	March 2024 19 September 2027

(d) Sections H and J – burial vaults and ground burials

- (i) Sections 'H' and 'J' of the Cemetery situated at Lake Terrace East, Mount Gambier, is available for new burials.
- (ii) No burial shall be permitted at Sections 'H' and 'J' of the Cemetery except in accordance with a current valid lease/interment right of a burial allotment.
- (iii) Leases/interment rights shall be in perpetuity.
- (iv) No interment of cremated remains shall be permitted at Sections 'H' and 'J' of the Cemetery unless in accordance with a current and existing valid lease/interment right.
- (v) No allotments are not to be reused.

(e) Reopening of Burial Plots

- (i) Where Council is requested to reopen an existing burial plot at the Lake Terrace Cemetery (including vaults) and such burial plot has a monumental headstone erected, Council requires the owner of the headstone (or representative of the owner with permission to act in this matter) to indemnify Council, in writing, against any claim from loss or damage to the monumental headstone as a result of the work undertaken by Council staff in reopening and/or sealing the grave.
- (ii) 'Headstone' includes any slab or other part of the headstone structure forming a part of the monument.

4. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~March 2024~~September 2027; however, will be reviewed as required by any legislative changes which may occur.


5. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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Page 2 of 3

	COUNCIL POLICY C120 CEMETERIES - CARINYA GARDENS AND LAKE TERRACE CEMETERY	Version No:	<u>67</u>
		Issued:	<u>March 2018</u> <u>19 September 2023</u>
		Next Review:	<u>March 2024</u> <u>September 2027</u>

File Reference:	AF18/ <u>4947</u>
Applicable Legislation:	Burial and Cremation Act 2013
Reference: Strategic Plan - Beyond 2015	Goal 5, Strategic Objective 5
Related Policies:	
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	<u>2.07</u>
Last revised date:	<u>20th March, 2018</u> <u>19 September 2023</u>
Effective date:	<u>20th March, 2018</u> <u>19 September 2023</u>
Minute reference:	<u>20th March 2018 Council Meeting</u> <u>19 September 2023 - Strategic Standing Committee Item No. 13.4## - Resolution 2023/##</u>
Next review date:	<u>March, 2024</u> <u>September 2027</u>
<u>Document History</u>	
First Adopted By Council:	18 th February 1999
Reviewed/Amended:	15 th April 2003; 19 th September 2006; 17 th February 2009; 18 th May 2010, 17 th July 2014, 20 th March 2018, <u>19 September 2023</u>

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Page 3 of 3



 City of Mount Gambier	COUNCIL POLICY C355 COUNCIL LAND - IRRIGATION		Version No:	5.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the irrigation of Council land.

Council appreciates the need to both preserve and conserve the valuable water resource available to the Council and surrounding districts.

Permanent water conservation measures were introduced in 2003 by the State Government and Council will endeavour, by way of this Policy, to embrace the spirit and intent of the measures in its own operations (as well as meeting all legislative requirements).

Council has a significant financial and social investment in its Parks, Gardens and Reserves. This investment needs to be integrated with an environmental investment that delivers water conservation outcomes and still meets the needs of the wider community.

2. MEASURING WATER USAGE

- (a) Council will measure all water usage (whether from mains supply or bores). The bulk of water usage by Council is through the irrigation of parks, gardens and reserves. This policy recognises the social benefit of ensuring that sports fields and key garden areas of the City (i.e. Cave Garden, Vansittart Park Gardens and Umpherston Sinkhole) are adequately watered.
- (b) Council will identify areas where irrigation can be either reduced or eliminated.
- (c) Elimination where appropriate should be the first preference. Options that require little or no irrigation should be explored and implemented. Where appropriate such options may include the utilisation of indigenous species and/or Water Sensitive Urban Design (WSUD).

3. AUTOMATED WATER SYSTEMS

This policy recognises that automated watering systems at the Cave Garden, Frew Park, Vansittart Park Oval, Umpherston Sinkhole, Vansittart Park Gardens, Blue Lake Sports Park, Marist Park and Carinya Gardens Cemetery have been installed. These automated watering systems have moisture monitoring as part of the system, which ensures that watering will occur during the night time, for the shortest time, to conserve water and maximise the benefit of irrigation.

Roundabouts are a key feature within the Council area, and a minimalist approach to watering is to be adopted. This will include, as a minimum, a time clock operated water system that will only water during the night time.

Any proposed 'greenfield' development of a reserve, where irrigation is desirable, should consider sub-surface watering systems or if surface irrigation is accepted, the use of modern technology which will optimise water usage (including time clocks and in-situ moisture measurement).

If and when financial resources are available, Council will consider the retro-fitment provision of automated watering systems to Council reserves.

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Page 1 of 4

 City of Mount Gambier	COUNCIL POLICY C355 COUNCIL LAND - IRRIGATION	Version No:	5.0
		Issued:	<u>19 September 2023</u>
		Next Review:	<u>September 2027</u>

4. IRRIGATION OF PUBLIC GREEN SPACES

Key Council staff and curators of Council owned sporting facilities have been provided with 'waterwise' training which references State Government regulation and policy, this City of Mount Gambier Policy and best practice watering and irrigation techniques for urban parks, gardens and reserves.

Sports grounds in Mount Gambier are predominately Kikuyu/Couch grass (*Rhizomatous sp.*). Council promotes this species of grass because of its resilience during summer.

The SA Water 'Code of Practice for Irrigated Public Open Space' outlines that turf should be maintained to meet quality and risk management standards appropriate for its intended use – that is, it should be 'fit for purpose'.

Accordingly, five different categories of public green space are identified, for the classification of sites:

- Premier Sports Turf: State/regional competition
- Local Sports Turf: Local competition
- Premier Recreation Reserve: High profile recreational area
- Passive Recreation Reserve: Non-sports turf recreational area
- Verges and Stormwater Retention Basins: Functional spaces for stormwater events.

The annual performance targets for irrigation from Council bores are as follows (see table 1):

Table 1: Annual Performance Targets for irrigation

Classification	Site	Performance Target l per m ²
Premier Sports Turf	West Gambier	300
Premier Sports Turf	South Gambier	300
Premier Sports Turf	Frew Park	300
Premier Sports Turf	McDonald Park	300
Premier Sports Turf	Blue Lake Sports Park	300
Premier Sports Turf	Malseed Park (Soccer)	300
Local Sports Turf	Marist Park	250
Local Sports Turf	Reidy Park	250
Premier Recreation Reserve	Cave Gardens	320
Premier Recreation Reserve	Vansittart Park	320
Premier Recreation Reserve	Railway Lands	320
Passive Recreation Reserve	Aquatic Centre	160
Passive Recreation Reserve	Umpherston Sinkhole	160
Passive Recreation Reserve	Carinya Gardens	160
Verges & Stormwater Retention Basins	Various	0

The 'Code of Practice for Irrigated Public Open Space' has been used as a guide, in developing these performance standards and consideration has been given to average annual rainfall, evapotranspiration, local climate etc.

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Page 2 of 4



 City of Mount Gambier	COUNCIL POLICY C355 COUNCIL LAND - IRRIGATION	Version No:	5.0
		Issued:	<u>19 September 2023</u>
		Next Review:	<u>September 2027</u>

Where performance targets are greatly exceeded and/or there is consistent poor performance, Council may impose penalties upon lessees of Council owned facilities (such as turning off taps / financial penalties), for excess water use.

It is recognised that application rates may rise during exceptionally dry summers and that extra irrigation may be required to prepare 'fit for purpose' turf for one-off elite sporting events at State/National level.

It is recommended that an annual review of this irrigation policy and the actual irrigation levels achieved, be undertaken. The annual review should also identify Council Officers who need training.

All users of Council irrigation bores are to be advised of this policy and be requested to comply with the performance targets as listed in Table 1.

5. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~October 2020~~September 2027, however, will be reviewed as required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. –Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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Page 3 of 4

 City of Mount Gambier	COUNCIL POLICY C355 COUNCIL LAND - IRRIGATION	Version No:	5.0
		Issued:	19 September 2023
		Next Review:	September 2027

File Reference:	AF11/1747AF18/47
Applicable Legislation:	Water Industry Regulations 2012
Reference: Strategic Plan – Beyond 2015	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	Code of Practice - Irrigated Public Open Space (SA Water)


DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	4.0
Last revised date:	17th October, 2017 19 September 2023
Effective date:	17th October, 2017 19 September 2023
Minute reference:	Council Meeting 17 October 2017 19 September 2023 , Strategic Standing Committee Item No. 13.10## - Resolution 2023/###
Next review date:	October, 2020 September 2027
<u>Document History</u>	
First Adopted By Council:	19 th April 2005
Reviewed/Amended:	19 September 2006, 17 th February 2009, 16 th March 2010, 17 th July 2014, 17 th October 2017, 19 September 2023

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Page 4 of 4



 <p>City of Mount Gambier</p>	<p>E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES</p>		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for encroachments over public places for building works and maintenance purposes. This document also sets out the policy of Council in relation to the protection of the public during building works and maintenance occurring over a footway or public place.

For the purpose of this Policy 'footway' refers to the area of Council land located between a property boundary and the road kerb.


2. BUILDING WORK ADJACENT TO OR OVER FOOTWAYS

- (a) Any person undertaking building work adjacent to or over any footway and/or road, is required to provide protection for the public. The following minimum protection is to be provided, unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management and is subject to a written authorisation pursuant to Section 221 of the Local Government Act 1999:
 - (i) A hoarding of solid, rigid material well supported, with a minimum height of 1.8 metres. The hoarding must be provided to such frontage of the building site as may be required or approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management. The hoarding must be well lit at night.
 - (ii) A clear passageway must be maintained for the public:
 - 1. The passageway is to be at least 1.8 metres wide and have a head clearance of at least 2.5 metres;
 - 2. The passageway may be on the footpath, or on the portion of the carriageway usually set aside for the parking of cars.
 - 3. If the passageway is in the parking lane, the carriageway side is to be delineated in accordance with current standards.
 - (iii) If any building work subject to this policy, or equipment associated with it, exceeds a single storey in height, well supported overhead protection shall be provided over the required passageway.
- (b) Any person undertaking work adjacent to or over any footpath and/or road, must complete an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) for any works or barricading that requires use of a footpath or roadway (including parking lane).
- (c) The person undertaking the building work, is to ensure that measures are taken to contain any mists, liquids, fumes or other materials which are hazardous to health, which may cause harm to persons, animals or property.
- (d) The licence to erect the hoarding is to contain conditions in accordance with the Local Government Association Mutual Liability Scheme "Local Government Leases, Licences and Permit" requiring the licensee to indemnify Council and carry \$20 million public liability cover.

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Page 1 of 8

 <p>City of Mount Gambier</p>	<p>E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES</p>		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

3. MAINTENANCE WORKS ADJACENT TO OR ON FOOTWAYS

- (a) For the purpose of this Policy 'maintenance' includes but it is not restricted to: repair, decorating, minor building work (i.e. building work not requiring approval), sign writing, fixing a sign or other attachment or cleaning.
- (b) Public protection is to be in the form of appropriate barricading around the work area and during working hours unless, the General Manager City Infrastructure or Manager Engineering Design and Contract Management determines that a more substantial form of public protection is required. Any scaffolding, work platform, ladder or similar that is to be left in place at night or outside of working hours, must have a solid security fence around its perimeter.
- (c) A clear passageway of the dimensions as set out in Part 1 of this Policy 'Building work adjacent to or over footways' shall be delineated and kept clear for the use of the public during the maintenance period.
- (d) If any maintenance is to take place over the passageway, as referred to in paragraph 4 above, well supported overhead public protection must be provided over the passageway.
- (e) The person undertaking the maintenance is to ensure that all reasonable measures are taken to contain any mists, liquids, fumes or other materials which are hazardous to health, which may cause harm to persons, animals or property.
- (f) During the maintenance period:
 - (i) Drop sheets must be used where it is necessary to protect the pavement from paints and other material liable to stain it;
 - (ii) The road, including the footpath, must be left in a clean condition;
 - (iii) Any damage to Council property, incidental to the work, is to be repaired at the expense of the person undertaking the work, and/or the owner/occupier of the premises (Refer the provisions of the Local Government Act 1999).
- (g) Any licence to erect public protection in accordance with this policy is to contain conditions in accordance with the Local Government Association Mutual Liability Scheme "Local Government Leases, Licences and Permits" requiring the licensee to indemnify Council and carry \$20 million public liability cover.


4. ENCROACHMENTS OVER PUBLIC PLACES

- (a) Council encourages building owners in the retail section of the City Centre Zone to provide verandahs or similar over footpaths abutting their premises.
- (b) Council Officers, dealing with Development Applications involving encroachments under, over or upon a public place, make themselves familiar with the requirements for such encroachments and ensure that any such encroachments, approved by Council meet all legal requirements.

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Page 2 of 8

 <p>City of Mount Gambier</p>	<p>E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES</p>		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>


- (c) When issuing a licence for an encroachment over a public place, the provisions of Section 221 of the Local Government Act 1999 are to be used.
- (d) The owner of the premises from which the approved encroachment projects must:
 - (i) Maintain the encroachment and any attachment incidental thereto in a condition which ensures public safety;
 - (ii) Keep the encroachments clean and watertight;
 - (iii) Not attach anything, whether temporarily or permanently, to the approved encroachment without any further necessary consents/approvals.
- (e) Council's Development and Regulatory department monitor existing encroachments over public places and take any necessary and appropriate action to ensure public safety.
- (f) Where any building work is being proposed to an existing verandah, which is closer than 450mm to the kerb, then the verandah should be modified so that is at least 450mm from the kerb.
- (g) Where Council receives an application for an attachment to or an alteration to an existing encroachment over a public place, (which has not been formally approved) the application should not be determined until such time as the applicant has made application to maintain the encroachment over the public place in accordance with the provisions of the Local Government Act 1999. If an application to maintain the encroachment over the public place is not made the application for attachment or alteration should be refused at the discretion of the General Manager City Infrastructure.
- (h) Any proposed verandah, awning, balcony, or like projection over a public place may have posts provided:
 - (i) The posts are setback a minimum distance of 450 mm to the kerb alignment;
 - (ii) The width of the remaining footpath between the posts near the street, road or public place and the adjoining private property boundary is not less than 2.5metres;
 - (iii) Such posts should be non-load bearing and the verandah, awning, canopy or balcony cantilevered, except as provided in sub-paragraph (d);
 - (iv) Where an old building is being restored, load bearing posts may be approved if such posts are required for the integrity of the restored building, and such integrity cannot otherwise be achieved.

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Page 3 of 8



 City of Mount Gambier	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES	Version No:	4.0
		Issued:	19 September 2023
		Next Review:	September 2027

SCHEDULE A



**Alterations to or Works Impacting
on a Public Road or Footpath**

Authorisation to make an Alteration to a Public Road, Section 221, Local Government Act 1999

Authorisation Holder

Company Name:			
Contact Name:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	

Type of Alteration ("the Alterations")

<input type="checkbox"/> Industrial Bins / Containers / Skip Bin	<input type="checkbox"/> Fencing / Hoarding	<input type="checkbox"/> Mobile Scaffolding
<input type="checkbox"/> Crane Truck / Elevated Platform	<input type="checkbox"/> Trenching / Excavation	<input type="checkbox"/> Scissor Lift
<input type="checkbox"/> Construction / Maintenance	<input type="checkbox"/> Other _____	

Work Details

Details of proposed work (including equipment used)			
Site Location:			
Commencement Date:		Completion Date:	
Commencement Time:		Completion Time:	
Weekend Work:		Asphalt supplier / Asphalt mix:	

Traffic Control at the worksite is to be undertaken in accordance with AS 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure Number:* _____

Temporary Traffic Signals? (portable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Speed limit restrictions:	Km/h will be used
Impact on Transport SA Assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of impact:	

The Accredited person responsible for worksite traffic management is: _____

Mobile No: _____ who is accredited in signing at roadworks.

Special Conditions

--

I acknowledge that I have read and understand the terms and conditions provided to me as contained in this Permit, and agree to abide by them:

Name: _____ Position: _____
Signature: _____ Date: _____


Copy of Public Liability Insurance and Detailed Traffic Management Plan must be attached.

Please return completed form via email city@mountgambier.sa.gov.au or contact 8721 2555
AR16/38831[v3]

Page 1 of 3

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--	-------------



 <p>City of Mount Gambier</p>	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES		Version No:	4.0
			Issued:	19 September 2023
			Next Review:	September 2027

General Terms & Conditions

All public roads in the Council area are vested in the Council.

The Council, having complied with all relevant consultation obligations under the *Local Government Act 1999*, grants this Authorisation to authorise the Authorisation Holder to make alterations to a public road subject to the general and any special conditions stipulated below.

1. Alteration Works

The Authorisation authorises the Authorisation Holder to undertake alterations to a public road as described in "Type of Alteration" above ("the Alterations"), subject to these general conditions and any special conditions that may be notified to the Authorisation Holder.

2. Authorisation Area

The Authorisation applies only in relation to the portion of public road adjacent to the Land described in "Site Location" of the permit.

3. The Authorisation Holder

Where the Authorisation Holder is two or more persons, the Authorisation Holder's liability and obligations hereunder shall be joint and several and the conditions of this Authorisation shall be construed accordingly.

4. Nature Of Authorisation

This Authorisation does not take effect until:

- the Authorisation Holder has paid the Authorisation Fee stipulated (if any);
- a copy has been signed by the Council and issued to the Authorisation Holder; and
- the Authorisation Holder has provided the Council with a copy of the Authorisation Holder's certificate of insurance evidencing compliance with the Authorisation Holder's obligations under clause 7.

For the avoidance of doubt, nothing in this Authorisation:

- confers any proprietary interest in or exclusive right to occupy the Road; or
- restricts the Council from accessing the Road at any time or operates to fetter the exercise by the Council of any other regulatory or other function or power.

This Authorisation is personal to the Authorisation Holder and is not transferrable.

The Council may vary the general and/or special conditions that attach to this Authorisation by notice in writing to the Authorisation Holder.

5. Term, Expiry & Renewal

This Authorisation continues in force the period set out in "Work Details" above and expires on the earlier of the date:

- that the Authorisation Holder ceases to hold an insurance policy as required by General Condition 7; or

- that the Authorisation Holder, by notice in writing to the Council, surrenders this Authorisation.

In the event that this Authorisation is cancelled or surrendered prior to its expiration, there shall be no adjustment, reduction or refund by the Council of the fees paid by the Authorisation Holder in connection with the Authorisation.

There is no automatic right of renewal of this Authorisation. Upon expiration of this Authorisation the Authorisation Holder may make application for a new Authorisation, which may be granted at the Council's absolute discretion, subject to compliance with the public consultation requirements under the Act.

6. Indemnity & Release

As a continuing obligation and except to the extent caused by the Council's negligence, the Authorisation Holder indemnifies and will keep indemnified the Council from and against all actions, costs, claims, damages, charges and expenses whatsoever that may be brought, made or claimed against or otherwise incurred by the Council arising out of or in connection with:

- a breach of this Authorisation by the Authorisation Holder;
- the Authorisation Holder's use and occupation of the Road; and/or
- the granting of this Authorisation by the Council.

The indemnity is in addition to any statutory immunity in favour of the Council, including under section 221(5) of the *Local Government Act 1999*.

The Authorisation Holder releases the Council and its employees, agents and contractors from all and any claims, demands, actions, suits, proceedings, losses and damages of any kind resulting from any loss, accident, damage, injury or death occurring as a result of the Alterations or the granting of this Authorisation except to the extent caused by the Council's negligence.

7. Public Liability Insurance

The Authorisation Holder must take out and maintain during the term of the Authorisation a public liability insurance policy for a minimum amount of twenty million dollars (\$20,000,000.00) per claim or any other amount as may be directed by the Council.

The policy will be in respect of injury, loss or damage occurring in connection with the Alterations and the Authorisation Holder's use of the Road and must note the Council's rights and interest as owner of the Road and the indemnities provided by the Authorisation Holder in favour of the Council.

8. Authorisation Holder's Obligations


The Authorisation Holder must, at the Authorisation Holder's cost and expense in all things, comply with all applicable laws and all

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AR16/38831[v3]

Page 2 of 3

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Page 5 of 8

 <p>City of Mount Gambier</p>	<p>E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES</p>		Version No:	4.0
			Issued:	19 September 2023
			Next Review:	September 2027

General Terms & Conditions

reasonable directions of the Council in relation to the Alterations and the Authorisation Holder's use of the Road.

Whilst in occupation of the Road, the Authorisation Holder must:

- take all reasonable measures to protect any utility services, adjacent properties, existing structures (including, as relevant, kerb, gutter, paving, manhole lid, irrigation system, drainage infrastructure) from damage;
- keep the Area reasonably free of rubbish;
- not create or cause any unreasonable nuisance or disturbance (as determined by the Council) either for the Council or for the occupiers of adjoining lands;

The Authorisation Holder must make good any damage that the Authorisation Holder causes to the Road or Council property in connection with the Alterations and/or the Authorisation Holder's use of the Road and, in the event the Authorisation Holder fails to do so, the Authorisation Holder is liable to pay the Council the costs of making good any such damage, which costs the Council may recover from the Authorisation Holder as a debt.

9. Ownership of Alterations

The Alterations are the property of, and belong to the Authorisation Holder pursuant to Section 209 of the *Local Government Act 1999*.

10. Maintenance of Alterations

The Authorisation Holder is solely responsible for the upkeep and maintenance of the Alterations and must keep the Alterations in good and substantial repair, order and condition at all times, safe and free from danger to persons on or using the Road.

If the Authorisation Holder desires to carry out maintenance or repairs in respect of the Alterations which will require interference with the free passage of traffic (pedestrian or vehicular) along the Road, then the Authorisation Holder must:

- not (except in the case of an emergency) commence such maintenance or repairs without the prior written approval of the Council; and
- undertake such repairs or maintenance in strict accordance with the approval of the Council and as expeditiously as is reasonably possible, with as little inconvenience as possible to persons and/or vehicles using the Road and

without interference to public utilities which may be in or below the surface of the Road; and

- ensure that maintenance or repairs are carried out by competent and (where applicable) licensed and duly qualified contractors and workers; and
- upon being presented with an invoice from the Council, pay the Council's reasonable costs of reinstating any damage caused to the Road in undertaking the maintenance or repair works.

11. Cancellation

The Council may cancel this Authorisation for any breach of these conditions pursuant to section 225 of the *Local Government Act 1999*, by giving not less than one month's notice in writing to the Authorisation Holder (unless the Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest).

12. Consequences Of Cancellation Or Expiration

On the cancellation or expiration of the Authorisation or if the Authorisation is surrendered, the Authorisation Holder must, to the Council's satisfaction, reinstate the Road to at least the same condition the Road was in before the Alterations were made. This includes but is not limited to the Authorisation Holder removing all of the Alterations unless otherwise directed by the Council.

Reinstatement works must be undertaken within 28 days of the cancellation, expiration or surrender of the Authorisation.

The Authorisation Holder is responsible for repairing, at its own cost, any damage caused in removing the Alterations.

In the event the Authorisation Holder fails to comply with the Authorisation Holder's obligations under this General Condition 12, the Council may undertake the works required and recover the associated costs from the Authorisation Holder as a debt in a Court of competent jurisdiction.

13. Special Conditions

The Authorisation Holder must comply with all special conditions contained (if any) which special conditions prevail in the extent of any inconsistency with the general conditions stipulated herein.

Checklist : <input type="checkbox"/> Completed Form <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Detailed Traffic Management Plan			
Authorisation Approved by: <input type="checkbox"/> approved <input type="checkbox"/> declined reason:			
Officer's Name:		Title:	
Signature:		Date:	
Application Fee:	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		


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AR18/38831[v3]

Page 3 of 3

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Page 6 of 8


 City of Mount Gambier	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES		Version No:	4.0
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			Next Review:	<u>September 2027</u>

5. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~November, 2020~~September 2027; however, will be reviewed as required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

 City of Mount Gambier	E135 ENCROACHMENTS/PROTECTION OF PUBLIC DURING BUILDING/ MAINTENANCE WORK OVER PUBLIC PLACES	Version No:	4.0
		Issued:	19 September 2023
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File Reference:	AF11/1744AF18/47
Applicable Legislation:	Local Government Act 1999
Reference: Community Plan	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	Council By-Laws

DOCUMENT DETAILS

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Page 8 of 8



 City of Mount Gambier	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for contributions by Council for the construction of fences adjoining Council land.

For the purposes of this Policy, all land shown on Lands Title Office Plans as "Right-of-way" or "Footway", shall be deemed to be thoroughfares and therefore public roads.

2. MAKING A CONTRIBUTION

- (a) Where Council is required, pursuant to the provisions of the *Fences Act 1975* to contribute to the cost of fencing, Council issue a cross notice in any of the following circumstances:
 - (i) The proposed fence exceeds 1.8m in height;
 - (ii) It is considered that the type of fence proposed will detract from the character of the area;
 - (iii) The cost to Council of the proposed fence will be greater than one half of the minimum cost of erecting an adequate fence within the meaning of sub-sections 12 (7) and (8) of the *Fences Act 1975*;
 - (iv) A gate or other opening greater than 1.4m wide is to be left in the proposed fence;
 - (v) The proposed construction of the fence is considered inadequate or of poor design/workmanship.

3. FENCING ALONG BOUNDARIES ADJOINING COUNCIL LAND

- (a) Where a property owner proposes to erect a boundary fence adjoining Council property (other than a street or road) and Council is not required or requested to make a contribution to the cost of the fence and no conditions relating to the proposed fence have been imposed pursuant to the provisions of the *Development Act 1993* Council encourages the property owner to observe the following standards in respect of that fence;
 - (i) The proposed fence should not exceed 1.8m in height;
 - (ii) The type of fence should not detract from the character of the area;
 - (iii) No gate or other opening greater than 1.4m is to be left in the proposed fence. This is to ensure that no vehicular access can be obtained to the property over Council land;
 - (iv) Where a property owner proposes to erect a fence abutting a street or road Council By-Laws must be complied with.

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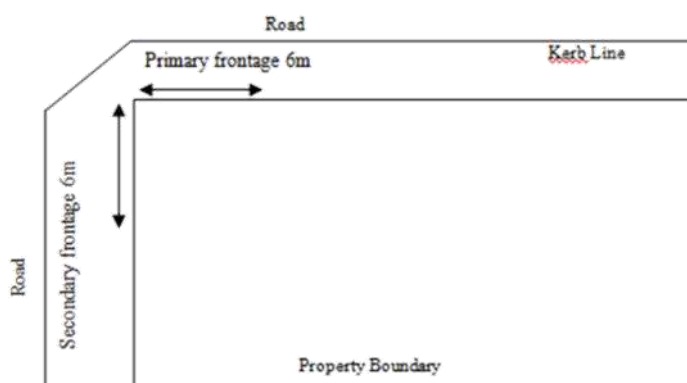
Page 1 of 3

 City of Mount Gambier	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

4. CORNER ALLOTMENTS

- (a) Corner allotments (i.e. allotments that have more than one street frontage) must not erect a fence that exceeds (or will exceed) 1.0 metre in height within 6 metres of the intersection of two boundaries of land (where those boundaries both face a road) other than where a 4 metre x 4 metre corner cut-off has already been provided (and is to be preserved). Refer to Figure 1.

Figure 1



5. REVIEW & EVALUATION

This Policy is scheduled for review by Council in September ~~2020~~2027; however, will be reviewed as required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	F110 FENCING COSTS - CONTRIBUTIONS BY COUNCIL	Version No:	4.0
		Issued:	<u>19 September 2023</u>
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File Reference:	<u>AF11/1744AF18/47</u>
Applicable Legislation:	Fences Act 1975; Development Act 1993; Development Regulations 2008
Reference: Community Plan	Goal 2: Our Location
Related Policies:	-
Related Procedures:	-
Related Documents:	Council By-Law


DOCUMENT DETAILS

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Page 3 of 3



 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS		Version No:	4.0
			Issued:	19 September 2023
			Next Review:	September 2027

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the construction of inverts, vehicle crossovers and footpaths; maintenance of flexible seal vehicle crossovers; and landscaping by residents over footways.

2. VEHICLE CROSSOVERS

- (a) Vehicle crossovers shall not be constructed over any footway unless approved by Council. In some instances, new vehicle crossovers may be required as part of a Development Application.
- (b) A Section 221 Permit for new crossovers must be issued by Council (Local Government Act 1999). If a new crossover is approved as part of a Development Approval, a Section 221 Permit is not required.
- (c) New vehicle crossovers, additional vehicle crossovers or the relocation of an existing vehicle crossover will be permitted subject to an assessment of site conditions, establishment of design levels and subsequent agreement with the property owner to build the crossing place in accordance with a design approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management.
- (d) Generally, crossovers are to be constructed with a 3% gradient from top of kerb to property boundary; but in areas where this is impractical, alternative designs will be permitted (subject to the approval of the General Manager City Infrastructure or Manager Engineering Design and Contract Management) having regard to the future or existing position of a paved footpath and the need to ensure stormwater does not enter the property from the road.
- (e) All costs incurred by the creation of a new vehicle crossover, the relocation of an existing vehicle crossover or the creation of an additional vehicle crossover shall be borne by the property owner.
- (f) Any application for an additional vehicle crossover that is not recommended for approval by the General Manager City Infrastructure or Manager Engineering Design and Contract Management, is to be referred to Council for a final decision.
- (g) For the purpose of this Policy, 'crossover' refers to the vehicle access area between the kerb line and the property boundary.

3. NEW INVERTS AND CROSSOVERS

- (a) Planning Division:

Upon receipt of a new Development Application:

(Check if a new invert is required (Note: the Development Application form now has a question that asks the applicant if a new or additional invert is required);


- (i) If a new or additional invert is required then an 'Application for Invert/Crossover' form should be completed by the applicant and submitted to Council (Note: this form has a provision for the Development Application number to be included);

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Page 1 of 5



 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS		Version No:	4.0
			Issued:	19 September 2023
			Next Review:	September 2027

- (ii) Development Plan Consent and/or Building Rules Consent should not be granted prior to any new invert being approved by the Engineering Division. Any Development Plan Consent and/or Building Rules Consent issued should clearly state that Development Approval will not be granted until the Invert/Crossover Agreement is received;
- (iii) Development Approval should not be granted prior to receipt of the Invert/Crossover Agreement;
- (iv) A copy of the Development Approval, which is associated with a new invert/crossover, should be forwarded to the Engineering Services Division, if necessary.

Note:

- 1. The application process for an invert/crossover is still required even if it is not actually associated with building work;
- 2. The above policy does not apply to inverts in areas with roll over kerbing. It does however still apply to crossovers in such areas.

(b) Engineering Division

- (i) The Engineering Division will inspect the site of the proposed new invert/crossover and determine whether the location is acceptable (Note: this is to be undertaken within four (4) working days);
- (ii) If the application for a new invert/crossover relates to a Development Application then the Engineering Division will forward to the Planning Division a copy of the letter, which is forwarded to the applicant either approving or refusing the application. An 'Invert/Crossover Agreement' is forwarded to the applicant with any approval for a new invert/crossover (Note: This letter should clearly state that the approval for any invert/crossover is not the approval for a Development Application. The letter should also state that the 'Invert/Crossover Agreement' form should be completed, signed and returned to Council prior to any Development Approval being granted);
- (iii) The Engineering Division should advise the Planning Division when the Invert/Crossover Agreement has been received.

4. FOOTPATHS


- (a) The General Manager City Infrastructure or Manager Engineering Design and Contract Management shall supply property owners with footpath levels as soon as practical after being requested to do so.
- (b) Footpaths are to be constructed 300mm from property boundaries; however, in exceptional circumstances, the footpath alignment may be altered (subject to the approval of the General Manager City Infrastructure or Manager Engineering Design and Contract Management) to take into account local conditions. New footpaths are to be 1.5 metres wide unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contract Management.

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Page 2 of 5



 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS	Version No:	4.0
		Issued:	19 September 2023
		Next Review:	September 2027

- (c) During the construction of footpaths a 1.5m wide access pram ramp that meets current Disability Discrimination Act requirements is to be provided at all street corners.

5. MAINTENANCE OF FLEXIBLE SEAL VEHICLE CROSSOVERS

- (a) This policy is only to be applied in circumstances where Council has previously constructed a full width (i.e. property boundary to kerb) bitumen sealed footway and the existing vehicle crossovers have been provided with a flexible bitumen seal.



Figure 1 - No action required

- (b) Where, in the opinion of the General Manager City Infrastructure or Manager Engineering Design and Contract Management, minor patching is required to ensure the sealed surface is maintained in a good state of repair, Council undertake such repair to the vehicle crossover at no cost to the property owner.



Figure 2



Figure 3

Figures 2 and 3 - Minor repair per Policy F165

- (c) Any required works (as deemed necessary by the General Manager City Infrastructure or Manager Engineering Design and Contract Management) beyond minor patching to be at the cost of the property owner (as provided for in Section 218 of the Local Government Act 1999).




 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS	Version No:	4.0
		Issued:	19 September 2023
		Next Review:	September 2027



Figure 4



Figure 5



Figure 6

Figures 4, 5 and 6 - Reconstruction required using Section 218 of the Local Government Act 1999

6. LANDSCAPING BY RESIDENTS


- (a) Council permits the landscaping of footways adjoining residential allotments through the planting of approved trees and/or lawn subject to:
- (i) a clear trafficable pedestrian way of 1.5 metres width and 2.5 metres height (minimum dimensions) being retained at all times along the footpath; and
 - (ii) no vegetation (except lawn) to be planted within 6.0 metres of the intersection of two or more streets.

7. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~July 2020~~September 2027; however, will be reviewed as required by any legislative changes which may occur.

8. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

 City of Mount Gambier	F175 FOOTWAYS AND CROSSOVERS	Version No:	4.0
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File Reference:	AF11/1741AF18/47
Applicable Legislation:	Local Government Act 1999 (Section 221)
Reference: Community Plan	Goal 2: Our Location
Related Policies:	L130 Land Divisions
Related Procedures:	-
Related Documents:	Relevant Australian Standards


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Page 5 of 5



 City of Mount Gambier	F190 FOOTWAYS - REQUESTS FOR PAVING WORKS WITHIN THE CITY CENTRE ZONE		Version No:	4.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for requests by the land holders for the paving of a footway within the City Centre Zone.

2. REQUESTS

Where Council receives a request from an adjoining landholder for the paving of a footway within the City Centre Zone, Council adopts the following procedure:

- Council approval is required for each footway paving request;
- All service providers are to be advised of the paving request, to allow for the provision for new or refurbishment of existing services;
- The style and type of paving material, site preparation, bedding material and the pattern of paver laying will be determined by Council;
- Council will undertake the works and will bear the costs of laying the pavers;
- The landholder is to provide the pavers and bedding materials; and
- The landholder will bear all costs associated with the necessary alteration and/or relocation of any services.


Variations to the above may be considered to highlight features along the street and/or in exceptional circumstances.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~August 2020~~September 2027; however, will be reviewed as required by any legislative changes which may occur.

4. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

 City of Mount Gambier	F190 FOOTWAYS - REQUESTS FOR PAVING WORKS WITHIN THE CITY CENTRE ZONE	Version No:	4.0
		Issued:	<u>19 September 2023</u>
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File Reference:	<u>AF11/1741AF18/47</u>
Applicable Legislation:	-
Reference: Community Plan	Goal 2: Our Location
Related Policies:	-
Related Procedures:	-
Related Documents:	-

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Page 2 of 2



 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the excavation and reinstatement of road pavement within the Council area.

1.1 SCOPE

The excavation and reinstatement requirements contained in this Policy apply to roads which are maintained by the Council (as defined in Clause 1.2.2 "Council"). All work shall conform with this Policy unless otherwise approved by the General Manager City Infrastructure or Manager Engineering Design and Contracts or their representative.

This Policy shall be adhered to when excavation along or across any pavement or shoulders of roads maintained by the Council is required for service installations, relocation of existing services, drainage or other reasons. The cover to the conduit or service specified in the figures does not apply to City of Mount Gambier assets (eg lighting conduit) or stormwater drainage.

Notwithstanding any variation to certain of the requirements which any Government Authority (Federal or State) may consider it can exercise by virtue of its own or any other enabling legislation with respect to any underground installations, the technical and quality standards of roadwork and materials specified herein are the minimum acceptable within the meaning of words "make good" or "reinstate" used in such legislation.

1.2 DEFINITIONS

1.2.1 General

The definitions given in AS 1348 "Road and Traffic Engineering - Glossary of Terms" shall apply to all appropriate wording in this Specification.

1.2.2 Council

"Council" means the City of Mount Gambier (CMG).

1.2.3 General Manager City Infrastructure

"General Manager City Infrastructure" means the General Manager City Infrastructure of the City of Mount Gambier.

1.2.4 Manager Engineering Design and Contracts

"Manager Engineering Design and Contracts" means the Manager Engineering Design and Contracts Officer of the City of Mount Gambier.

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

1.2.5 DPTI

"DPTI" means the Department of Planning, Transport and Infrastructure.

1.2.6 Excavator

Excavator means the person, Statutory Authority, Government Department, Corporate body or any other organisation (private, State or Federal) responsible for the excavation and reinstatement and boring referred to in this Specification.

1.2.7 Minor Programmed Works

Works confined to 1 days duration from commencement to completion in the trafficable lanes.

1.2.8 Major Programmed Works

Works exceeding 1 days duration from commencement to completion in the trafficable lanes.

1.2.9 Working Day

A working day means a week day from Monday to Friday inclusive that has not been designated as a public holiday in the area in which the excavation is being undertaken.

1.3 NOTIFICATIONS

1.3.1 CMG Notification

The Excavator shall notify the General Manager City Infrastructure or the Manager Engineering Design and Contracts where it carries out excavation on, along or across any road pavement or shoulder which is maintained by the Council, in accordance with the procedures given below.

These notification requirements also apply to Service Authorities, Telecommunication Carriers and Developers and all subcontractors where enabling legislation (e.g. Waterworks Act, Sewerage Act, etc.) provides for, or where the General Manager City Infrastructure or the Manager Engineering Design and Contracts approves otherwise, the quality, supply and placing of the surfacing by the Excavator (in accordance with Clause 3.3.7 "Asphalt and Sprayed Bituminous Surfacing").

1.3.2 Minor Programmed Works

The Excavator shall advise the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the intention to commence work at least 5 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) with attached Traffic Management Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

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Page 2 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

1.3.3 Major Programmed Works

Work shall be in accordance with drawings, specifications and work methods submitted to the General Manager City Infrastructure or the Manager Engineering Design and Contracts for approval at least 4 weeks prior to commencement of the intended work.

The Excavator shall advise the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the intention to commence work at least 3 working days before commencement of excavation in order that regular inspections can be made. Such notification shall include submitting a "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) with attached Traffic Management Plans that show the location of all traffic control devices and proposed times of traffic restrictions.

1.3.4 Emergency Works

Where either the road pavement or shoulder is damaged, or excavation of road pavement and shoulder is necessary in emergency circumstances, the Excavator shall provide verbal notification to the General Manager City Infrastructure or the Manager Engineering Design and Contracts, or their representative, as soon as practicable after the emergency becomes known, in order that regular inspections and arrangements for maintenance period commencement can be made.

The Excavator shall submit an "Alterations to or Works Impacting on a Public Road or Footpath" form (provided in Schedule A) to the General Manager City Infrastructure or the Manager Engineering Design and Contracts within 24 hours of the emergency occurring.

1.3.5 Public Notification

The Excavator shall provide local businesses and residents with notification of possible disruptions that may affect them as a result of the work. Such notification shall be undertaken immediately following the approval of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

1.3.6 Identification of Completed Work Within the Maintenance Period

Within 3 working days of completion of the work, and at any time upon request within the maintenance period (as defined in Clause 3.12.1 "Maintenance Period"), the Excavator shall supply the General Manager City Infrastructure or the Manager Engineering Design and Contracts with details, including sketches, size, location and date constructed, of the reinstatement.

The maintenance period will commence once the Council has been notified of completion of work and an onsite inspection undertaken to prove all reinstatement requirements have been met.

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Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 3 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

1.4 SERVICE LOCATION

The Excavator shall arrange for the location of all services prior to commencement of saw cutting or excavation.

The Excavator shall determine traffic signal detector loop, traffic signal conduit or lighting conduit locations at least 5 days before commencing work by contacting the City of Mount Gambier City Infrastructure Department on telephone (08) 8721 2520.

1.5 PROTECTION OF THE ENVIRONMENT

The Excavator shall at all times undertake the work in accordance with the requirements of the Environmental Protection Act.

1.6 HAULING OF CABLE THROUGH CONDUIT

Hauling of cables through conduits on roads maintained by the Council shall be approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. A site specific traffic management plan shall be submitted with the request for approval.

When hauling of cables through conduits for distances greater than 0.5 km, the traffic management plan shall be for each work site.

1.7 SUSPENSION OF WORK

The General Manager City Infrastructure or the Manager Engineering Design and Contracts may suspend work performed by any Service Authority, Telecommunications Carrier, Developer, Contractor, etc. on roads maintained by the CMG if they are not complying with the requirements of this Policy.

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

PART 2

PROVISION FOR TRAFFIC

2.1 GENERAL

Traffic management of any roadworks shall minimise any disruption to the smooth flow of traffic, whilst providing a safe work area for those involved in work on the trafficked network.

The Excavator shall ensure that any traffic control devices and signs used at the works site/area are in accordance with:

Manual of Legal Responsibilities and Technical Requirements for Traffic Control Devices Field guide and SA standards for workzone traffic management.

Prior to commencing work on site, the Excavator shall notify the General Manager City Infrastructure or the Manager Engineering Design and Contracts of the names and telephone numbers of personnel for emergency call-outs.

2.2 TRAFFIC MANAGEMENT

2.2.1 General

CMG and its representatives, owes no duty to the Excavator to review any traffic management plan submitted by the Excavator for errors, omissions or compliance with the requirements.

2.2.2 Accreditation for Signing at Roadworks

The Excavator shall ensure that at least one person who is accredited in signing at roadworks is on site at all times while work is being carried out.

Accreditation for signing at roadworks can be obtained by successfully completing the training course "Work Zone Traffic Management". A list of approved training providers is available from the DPTI, telephone (08) 8343 2214; or www.dpti.sa.gov.au/standards/tass

2.2.3 Contractors Empowered to Erect Speed Limit Signs

Subject to compliance with the conditions contained in the "The Commissioner of Highways approval for the temporary use of traffic control devices by persons other than Road Authorities" 8 April 2002, the Commissioner of Highways has granted approval to persons undertaking road works to temporarily install, display, alter, operate or remove specified traffic control devices (or cause such action) on a road.

Approval for speed limits that apply when the Excavator is not on site shall be sought from the Regional Manager, Eastern DPTI

The Excavator shall give 2 weeks' notice when seeking approval from DPTI, where speed signs are required where the site is left unoccupied.

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Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 5 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

2.2.4 Traffic Controllers

Traffic controllers or temporary traffic signals shall be used in accordance with AS 1742, Part 3 whenever traffic movement is restricted to one lane.

2.2.5 Provision for Pedestrian Traffic

Provision for safe and convenient pedestrian traffic shall be maintained at all times.

2.2.6 Provision for Local Traffic

The Excavator shall provide and maintain access to property entrances adjoining the works and local traffic throughout the works.

2.3 AUDITS

2.3.1 General Manager City Infrastructure or the Manager Engineering Design and Contracts Audits

At regular intervals during the works, the General Manager City Infrastructure or the Manager Engineering Design and Contracts may undertake audits of signing at roadworks.

2.3.2 Records

The Excavator shall maintain accurate records of all traffic management activities (including audits).

2.4 WORK ZONE TRAFFIC CONTROL DEVICES

2.4.1 Devices

The Excavator shall supply all necessary Temporary Traffic Control Devices such as signs, barriers, bollards, cones and other approved devices. All Temporary Traffic Control Devices shall be located and maintained such that they provide the required level of traffic control.

The Excavator shall make allowance to replace devices that become ineffective during the course of the works, including those damaged by vehicles or vandalism.

2.4.2 Regulatory Devices

The Excavator shall not place or remove, obstruct or conceal, any regulatory devices (such as regulatory signs or pavement markings), without the approval of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

Electronic version on TRIM is the controlled version.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 6 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

2.4.3 Delineation

The Excavator shall use a combination of control devices in accordance with AS 1742, Part 3, Operational Instruction 3.6 "Work Site Traffic Control Devices" and Part 242 "Barriers" to provide adequate delineation though the works.



 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

PART 3

WORK REQUIREMENTS

3.1 EXCAVATION

3.1.1 Trenching Times

Trenching which will affect traffic volumes shall not be carried out between 7.00 am and 9.00 am or between 4.00 pm and 6.00 pm on peak flow traffic lanes unless unavoidable due to emergency circumstances, or otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Works shall be organised so as to cause minimal disruption to traffic, pedestrians and access to properties at all times. Only complete lanes shall be closed and a minimum of one half of the roadway shall remain open to traffic at all times, unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

3.1.2 Traffic Signal Detector Loops

Location of all traffic signal detector loops is required as per Clause 1.4 "Service Location" and care shall be taken to prevent damage occurring to such detector loops where excavation is to be undertaken in the vicinity of traffic signals. Where damage occurs, the Excavator shall inform the General Manager City Infrastructure or the Manager Engineering Design and Contracts and the cost of repairs shall be borne by the Excavator.

3.1.3 Saw Cut

The Excavator shall ensure that all saw cutting is dampened by water to reduce dust and that the resultant slurry is collected and disposed of in accordance with the requirements of the Environmental Protection Act and not allowed to enter stormwater drainage systems or dry out on the road surface.

On completion of reinstatement, the Excavator shall repair any residual saw cuts to prevent water ingress into the pavement in accordance with the crack sealing requirements as defined in Clause 3.12.3 "Crack Sealing".

(a) Asphalt Surfaced Roads

The trench shall be saw cut to the full depth of the existing asphalt surface. Where cement stabilised pavement exists, the pavement shall be saw cut to the full depth, or a minimum cut depth of 200 mm, whichever is the lesser, to minimise damage to the surrounding pavement.

(b) Sprayed Bituminous Surfaced Roads

The trench shall be saw cut to the full depth of the existing sprayed bituminous surface.

(c) The saw cutting of the existing asphalt or sprayed bituminous surface shall be at 100 mm outside the limit of the excavation. Any additional breakage

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

of the existing pavement edge shall be cut square to the edge of the excavation prior to reinstatement.

3.1.4 Excavated Material

Unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, excavated material shall not be reused in the reinstatement of trenches and shall be removed from the site and appropriately disposed of, in accordance with the requirements of the Environment Protection Act.

3.1.5 Trenchless Methods

Where applicable, Clause 1.1 "Scope", Clause 1.2 "Definitions", Clause 1.3 "Notification", Clause 3.1 "Excavation", and Clause 3.12 "Post Reinstatement Conditions and Obligations" apply to the installation of services where alternatives to open trenching such as thrust boring, tunnelling, etc. are used. Notification to the General Manager City Infrastructure or the Manager Engineering Design and Contracts shall be in accordance with Clause 3.1.1 "Minor Programmed Works".

For all trenchless methods a minimum diameter cavity for the conduit/s or service/s to pass through shall be created. Multiple conduits or services may be passed through a single bore or tunnel. There shall be a minimum spacing of 10D (where D is the diameter of the largest conduit or service) between individual bores or tunnels to ensure the combined surrounding cavities of multiple bores or tunnels do not undermine the road, unless otherwise approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. The General Manager City Infrastructure or the Manager Engineering Design and Contracts or representative may request grouting of any bore or tunnel that has an unacceptably large cavity and where the cavity could cause a defect in the road surface.

Unless otherwise directed by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, boring under pavements or shoulders of roads maintained by the Council shall be at a minimum depth of 1.5 m below the surface.

The requirements of Clause 3.12 "Post Reinstatement Conditions and Obligations" shall be applied to any subsidence of the road surface attributed to trenchless methods.

The Excavator shall supply the General Manager City Infrastructure or the Manager Engineering Design and Contracts with a report by a Professional Engineer who has experience with trenchless technology. This report must guarantee appropriateness of the method to be used (covering depth etc.) and quality of work.

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Page 9 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.2 BACKFILL

Prior to backfill operations, all loose rubbish and foreign material shall be removed from the excavation. All spaces excavated and not occupied by permanent work shall be backfilled.

Excavations shall be backfilled with Type C Sand to Sa-C or alternatively, clean quarry, pit or dune sand or rubble of plasticity index not exceeding 8 and approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Where required, tapes warning of the location of a pipe or service shall be inserted at the depth specified by the appropriate authority.

The backfilling shall be uniformly compacted in horizontal layers not exceeding 200 mm (loose) thickness to the dry density determined using AS 1289, test method 5.2.1 (modified compaction) to not less than:

- (a) 92%, up to a level 800 mm below finished level, and/or
- (b) 95% at all levels above 800 mm below finished level.

Flooding of sand with water is, by itself, not an acceptable method of compaction. Compacted backfill shall be brought to the level of the underside of pavement in accordance with the appropriate figure as specified in this Policy.

3.3 PAVEMENT REINSTATEMENT

3.3.1 General

Pavement reinstatement shall be undertaken in accordance with Figure 1 as specified in this Policy or by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

Notwithstanding the requirements outlined in Section 3.3, a reinstated pavement shall not be of a lesser standard and thickness than the existing pavement.

3.3.2 Pavement for Surfaced Roads (asphalt and bitumen surfaced roads)

After completion of the backfill, a subbase of 20 mm Class 2 Pavement Material complying with PM2/20 shall be used to reinstate the excavation to the level below the new base or levelling course. Refer to Figure 1.

Where specified in the appropriate figure, a base of 20 mm Class 1 Pavement Material complying with PM1/20 shall be placed to the level shown in that figure.

The subbase and, where specified, the base, shall be uniformly compacted in horizontal layers not exceeding 200 mm thickness (loose) to not less than 98% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.3.3 Unsealed Shoulders

After completion of the backfill, a compacted 300 mm depth of 20 mm Class 3 Quarried Pavement Material complying with PM3/20QG, or an equivalent material approved by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, shall be placed and compacted in two horizontal layers to reinstate the road shoulder to the finished shoulder level and matching crossfall. Compaction shall be to not less than 95% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

Sealed shoulders shall be resealed with materials similar to the original surface.

If traffic is diverted onto the road shoulder as part of traffic management, the Excavator shall be responsible to return the shoulder to the condition that existed prior to the works taking place and reinstate any edge break to the satisfaction of the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

3.3.4 Outside Pavement Areas

Outside paved areas, whenever no other specification is appropriate, the backfill material shall be placed in layers not exceeding 200 mm (loose) and compacted to not less than 95% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction).

3.3.5 Temporary Pavement Surface

On completion of backfill and pavement reinstatement, it shall be the responsibility of the Excavator to maintain the open surface of the reinstated excavation until final asphalt.

If the contractor is unable to undertake final asphaltting of the trench within five (5) days of completion of excavation, a temporary bitumen seal shall be provided to all open excavations in order to maintain a safe trafficable road surface and to prevent the ingress of water to the road pavement.

In the event that the reinstatement and/or surrounding pavement layers become affected by the ingress of water prior to the application of final surfacing, all affected material shall be removed and replaced with conforming material.

In the case of Emergency Works, where the surrounding subbase and base have been weakened by saturation, a temporary reinstatement shall be placed until the site stabilises. The Excavator shall obtain approval from the General Manager City Infrastructure or the Manager Engineering Design and Contracts or representative prior to commencing placement of the final surface.

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.3.6 Asphalt Surfacing

Roads

All excavations within the road pavement shall be reinstated with a minimum layer thickness of 50mm asphalt. Where the existing surface consists of an asphalt layer thickness of greater than 50mm, then this existing layer thickness shall be the thickness for the reinstatement.

Asphalt shall either be AC10, AC14 depending on road class, but typically collector/distributor roads being AC14 and all other classes being AC10.

The asphalt surfacing shall extend to a minimum of 100mm either side of the excavation and shall be placed against a neatly saw cut edge.

Footpaths

The surfacing of trenches within footpaths shall be like for like (i.e. an asphalt footpath shall be resurfaced with the equivalent layer thickness of asphalt) A bitumised footpath may be resurfaced with either a two coat 7/5 bitumen seal or a 15mm thick AC7 asphalt surface.

3.4 PAVEMENT MARKINGS

The Excavator shall replace all pavement markings, raised pavement markers or pavement bars, which are removed or damaged during trenching works. Such replacements shall be completed within 5 working days of the completion of the final surfacing and shall conform with the general requirements of Part 246 "Application of Pavement Marking" of the DPTI Master Specification for Roadworks. Costs for this work shall be borne by the Excavator.

The Excavator shall provide temporary delineation at the site until reinstatement of pavement marking has been completed. Costs for this work shall be borne by the Excavator.

3.5 ROAD FURNITURE

The Excavator shall replace all road signs, guide posts, guard fence or other road furniture which are temporarily removed or damaged during trenching work, ensuring that all road furniture is made good and cleaned. Costs for this work shall be borne by the Excavator and work shall be completed prior to traffic use.

The Excavator shall ensure that all relevant regulatory signs within the roadwork site remain visible to road users at all times.

3.6 CONCRETE KERBING

The Excavator shall reinstate any concrete kerb and gutter or median type kerb which is removed or damaged during trenching work, ensuring that the kerb profile and materials conform with the existing.

Kerb reinstatement shall be completed by the Excavator, within 3 days of reinstatement of the road pavement.

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Page 12 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

Concrete used in the work shall be in accordance with AS 1379, "The Specification and Manufacture of Concrete", and shall be Grade N20 concrete.

3.7 ROAD DRAINAGE SYSTEMS

The Excavator shall report to the General Manager City Infrastructure or the Manager Engineering Design and Contracts all instances of damage caused to the road drainage systems, i.e. culverts, gullies, subsoil drainage, roadside drainage systems, etc. incurred during trenching works. All costs for the repairs shall be borne by the Excavator.

3.8 MEDIANS/TRAFFIC ISLANDS

The Excavator shall reinstate medians and traffic islands to conform with the existing surface treatment using new materials of the same type, quality, depth and compaction. Costs for this work shall be borne by the Excavator.

The Excavator shall replace any vegetation (e.g. shrubs, median grasses, etc.) which are removed or damaged during trenching works with vegetation that is of the same type and in the same positions as that removed or damaged. Costs for this work shall be borne by the Excavator.

Unless specified by the General Manager City Infrastructure or the Manager Engineering Design and Contracts, where the existing median consists of compacted material the reinstated compaction shall be no less than 92% of the dry density determined using AS 1289, test method 5.2.1 (modified compaction). Testing of median compaction shall only be undertaken if requested by the General Manager City Infrastructure or the Manager Engineering Design and Contracts. If requested, the cost of testing shall be borne by the Excavator.

3.9 SITE CLEAN-UP

The Excavator shall regularly remove from the site, rubbish and surplus material arising from execution of the work. The Excavator shall ensure that at the completion of work the site is clean, tidy and free from surplus material.

The Excavator shall clean out all debris accumulated in drainage sumps, pipes or culverts as a result of the work undertaken by the Excavator.

3.10 CONSTRUCTION MATERIAL STOCKPILES

Stockpiles of materials used for reinstatements shall be located within areas that are delineated by traffic control devices (bollards and bunting or their equivalent) and placed such that stockpiles do not impede the line of sight for road users. Stockpiles shall not be left on the carriageway when works are not in progress.

Stockpiles left on road shoulders whilst works are not in progress shall be located a minimum of 2.5 m from the edge of seal.

Electronic version on TRIM is the controlled version.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 13 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.11 CONFORMITY TESTING

Unless advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts that conformity testing is not required (refer Clause 3.12.1 "Maintenance Period") then within 14 days of testing the Excavator shall submit to the General Manager City Infrastructure or the Manager Engineering Design and Contracts copies of laboratory test results to confirm compliance with materials and compaction requirements as specified herein for any reinstatement works carried out.

Testing shall be arranged by the Excavator and shall be undertaken by a laboratory registered by the National Association of Testing Authorities (NATA). Where the Excavator fails to undertake testing, the General Manager City Infrastructure or the Manager Engineering Design and Contracts will arrange for the required testing to be undertaken.

The cost of such testing shall be borne by the Excavator. The Excavator shall remove and replace any material which does not comply with this Specification.

Verification testing may be undertaken by CMG at the discretion of the General Manager City Infrastructure or the Manager Engineering Design and Contracts. Where such testing shows the reinstatement does not comply with the specified requirements the cost of the verification testing and any remedial works as instructed by the General Manager City Infrastructure or the Manager Engineering Design and Contracts shall be borne by the Excavator.

(a) Unbound Pavement Testing

The following minimum frequencies of testing shall apply:

(i) Pavement (to 800 mm below pavement surface)

- 0 - 25 m², - one test per layer.
- 25 - 100 m², - minimum 2 tests per layer.
- over 100 m², - 2 tests per layer and an additional test per layer for every 100 m² or part thereof over 100 m².

(ii) Backfill (greater than 800 mm below pavement surface)

One test per layer per 100 m² or part thereof.

(b) Asphalt Testing

The following minimum frequencies shall apply:

- 0 - 100 tonnes 2 samples
- 101 - 300 tonnes 3 samples
- 301 - 600 tonnes 4 samples
- > 600 tonnes 4 samples plus 1 sample for each additional 200 tonnes or part thereof.

Electronic version on TRIM is the controlled version.

Printed copies are considered uncontrolled. Before using a printed copy, verify that it is the current version.

Page 14 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.12 POST REINSTATEMENT CONDITIONS AND OBLIGATIONS

3.12.1 Maintenance Period

For all work, the Excavator shall be responsible for the cost of making good any settlement or other deterioration in the reinstated excavation for a maintenance period of one year after the General Manager City Infrastructure or the Manager Engineering Design and Contracts has been notified of the completion of reinstatement if quality assurance (conformity testing in accordance with Clause 3.11 "Conformity Testing", indicating all compaction requirements are met) is provided.

The Excavator shall maintain the completed surface in a safe and trafficable condition for all traffic including bicycles, until the end of the maintenance period unless an order covering the full cost of maintenance is lodged with the General Manager City Infrastructure or the Manager Engineering Design and Contracts for CMG to take over this maintenance responsibility.

The Excavator shall indemnify and keep indemnified the Council against all claims which may arise due to the excavation or settlement of the reinstatement (a defect as defined in Clause 3.12.2 "Defect Recording Levels") until the maintenance responsibility has transferred to the Council.

All costs and charges incurred by the Council for any works necessitated by CMG due to non-compliance with the requirements of this Specification for all installations by the Excavator shall be borne by the Excavator until the end of the maintenance period.

Before carrying out any work necessitated by settlement of the excavation (a defect as defined in Clause 3.12.2 "Defect Recording Levels") for all installations and for which an order has not been obtained, the Council will give notice in accordance with the requirements of Section 217 of the Local Government Act, to the infrastructure, of the CMG intentions so that the deficient work may be inspected before rectification.

Where the Excavator is required to undertake additional works due to a defect occurring during the maintenance period, the maintenance period shall be extended for 12 months from when the General Manager City Infrastructure or the Manager Engineering Design and Contracts is notified of the completion of the additional works. Conformity testing of the additional works may be requested by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.

If the General Manager City Infrastructure or the Manager Engineering Design and Contracts advises the Excavator that conformity testing is not required and the Excavator elects not to undertake conformity testing the maintenance period shall be 18 months. If the Excavator elects to undertake conformity testing then the maintenance period shall be 12 months.

The General Manager City Infrastructure or the Manager Engineering Design and Contracts may still undertake verification testing as per Clause 3.11 "Conformity Testing, General" if non-conformance to the reinstatement requirements is observed.

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Page 15 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

3.12.2 Defect Recording Levels

A defect is considered to be the settlement, rutting or other deformation that signifies the deterioration of the reinstatement. A defect is considered to exist if:

- there is deformation of ≥ 10 mm under a 1.2 m straight edge, and/or,
- the surface of the pavement is cracked, ravelling or stripping.

When a reinstatement exhibits any defect, including those works covered by Clause 3.3.5 "Temporary Pavement Surface", the reinstatement is considered to have failed. If the reinstatement fails within the Maintenance Period, as defined in Clause 3.12.1 "Maintenance Period", it shall be the responsibility of the Excavator to rectify the reinstatement.

If the General Manager City Infrastructure or the Manager Engineering Design and Contracts notifies the Excavator of a failed reinstatement, the Excavator shall, within 7 days rectify the defect, provided that the deformation of the defect never exceeds 50 mm under a 1.2 m straight edge. If corrective action is not taken within 7 days, the General Manager City Infrastructure or the Manager Engineering Design and Contracts reserves the right to undertake the rectification of the defect and all associated costs shall become a debt due to CMG from the Excavator.

If the deformation exceeds 50 mm under a 1.2 m straight edge the defect shall be repaired or made safe for road users immediately. If the General Manager City Infrastructure or the Manager Engineering Design and Contracts is required to make the reinstatement safe as a result of an Emergency Callout (i.e. the condition of the reinstatement creates an immediate hazard to road users) the cost of works carried out by CMG shall be borne by the Excavator. The Excavator shall repair a reinstatement that has been made safe within 24 hours. The General Manager City Infrastructure or the Manager Engineering Design and Contracts reserves the right to undertake the rectification of the defect after this period and all associated costs shall become a debt due to CMG from the Excavator.

3.12.3 Crack Sealing

During the maintenance period the Excavator shall be required to repair cracks greater than 3 mm that develop within the reinstated pavement or between the reinstatement and the adjoining road pavement.

(a) Material

The crack sealing compound shall be Class 170 bitumen to AS 2008 "Residual Bitumen for Pavements", modified with an appropriate polymer, designed to penetrate the crack, adhere to the crack surface and resist further crack activity. Product to be used shall be submitted to the General Manager City Infrastructure or the Manager Engineering Design and Contracts for approval.

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Page 16 of 24

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF	Version No:	9.0
		Issued:	19 September 2023
		Next Review:	September 2027

The material shall remain stable on the pavement surface during periods of extreme temperature.

Gritting off of sealant or plugging excessively deep cracks prior to sealing shall be undertaken with Sealing Aggregate to SA5-2.

(b) Crack Sealing Treatment

Prior to placement of sealant, all cracks shall be thoroughly cleaned of foreign material, without damage to the adjoining sound pavement, to provide a clean, dry surrounding. If the pavement is damp, warm/hot compressed air may be used in the drying of the surface of the crack.

Crack sealing shall not be undertaken unless the surfaces of the cracks are dry.

Cracks shall be cleaned to a depth of between 10 - 15 mm. In excessively deep cracks, the crack may be plugged with 5-2 mm Sealing Aggregate to within 10 - 15 mm of the pavement surface. All cracks shall be filled with sealant material to a level of not less than 10 mm below the pavement surface.

The level of sealant after gritting shall be flush with the adjoining road pavement. The width of the visible bond on the pavement surface shall be as narrow as is practical. Run out of the sealant over the asphalt surface beyond the crack length will not be permitted.

(c) Gritting

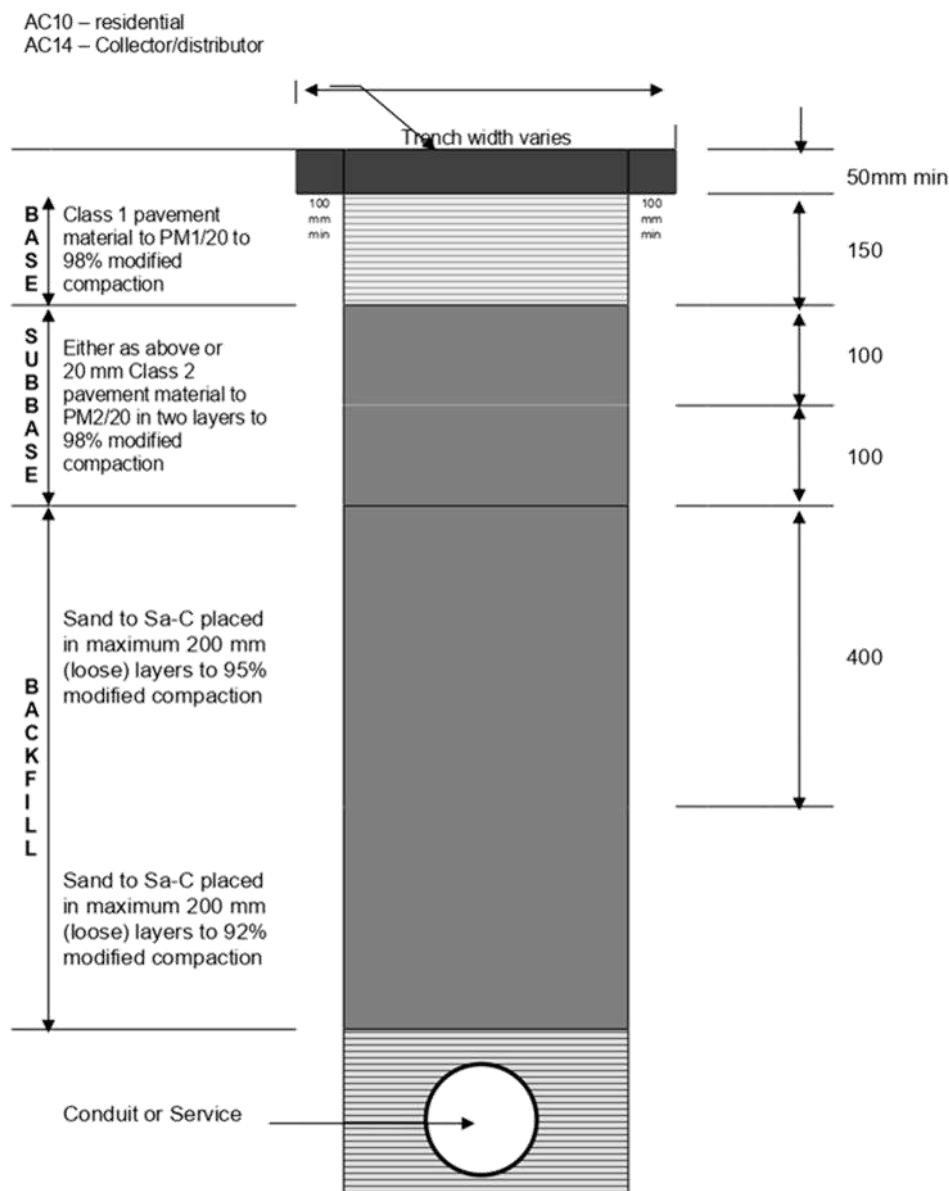
The Excavator shall place 5-2 mm Sealing Aggregate on the surface of all sealed material while it is sufficiently hot for the sealing aggregate to adhere to the material. Sealing aggregate shall be placed at the minimum application necessary to provide adequate skid resistance and prevent pick-up of the sealant by traffic.



 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

FIGURE 1

MINIMUM REINSTATEMENT FOR CITY OF MOUNT GAMBIER ROADWAYS



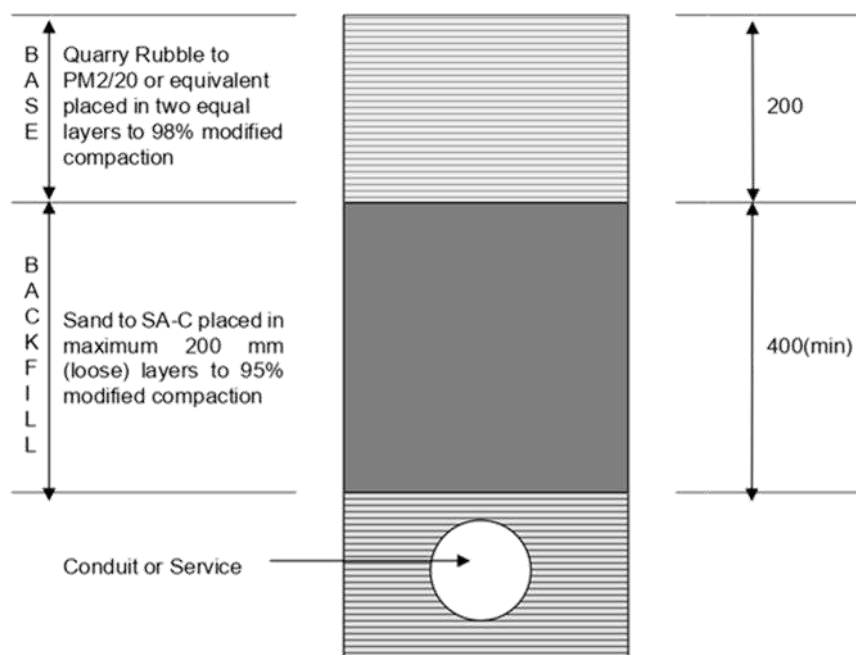
NOTE:

- Where pavement options are given the actual product will be advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.
- Not to scale.
- All dimensions in millimetres.
- The wearing course shall extend 100 mm either side of the excavated trench and the outer edge shall be saw cut.
- The depth of the top of the conduit or service shall be a minimum of 1 m below the surface.
- The extent of reinstatement shall be in accordance with the relevant diagram listed in Figure 3.

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

FIGURE 2

UNSEALED ROAD PAVEMENTS AND SHOULDERS



NOTE:

1. Where pavement options are given the actual product will be advised by the General Manager City Infrastructure or the Manager Engineering Design and Contracts.
2. Sealed shoulders shall be reinstated in accordance with the above, but with a seal applied to match the surrounding sealed surface type.
3. Not to scale.
4. All dimensions in millimetres.
5. The depth of the top of the conduit or service shall be a minimum of 1 m below the surface.

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Page 19 of 24



 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

SCHEDULE A



**Alterations to or Works Impacting
on a Public Road or Footpath**

Authorisation to make an Alteration to a Public Road, Section 221, Local Government Act 1999

Authorisation Holder

Company Name:			
Contact Name:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	

Type of Alteration ("the Alterations")

<input type="checkbox"/> Industrial Bins / Containers / Skip Bin	<input type="checkbox"/> Fencing / Hoarding	<input type="checkbox"/> Mobile Scaffolding
<input type="checkbox"/> Crane Truck / Elevated Platform	<input type="checkbox"/> Trenching / Excavation	<input type="checkbox"/> Scissor Lift
<input type="checkbox"/> Construction / Maintenance	<input type="checkbox"/> Other _____	

Work Details

Details of proposed work (including equipment used)			
Site Location:			
Commencement Date:		Completion Date:	
Commencement Time:		Completion Time:	
Weekend Work:		Asphalt supplier / Asphalt mix:	

Traffic Control at the worksite is to be undertaken in accordance with AS 1742 Manual of Uniform Traffic Control Devices Part 3: Traffic Control at Works on Roads *Figure Number:* _____

Temporary Traffic Signals? (portable):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Speed limit restrictions:	Km/h will be used
Impact on Transport SA Assets?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Details of impact:	

The Accredited person responsible for worksite traffic management is: _____

Mobile No: _____ who is accredited in signing at roadworks.

Special Conditions

--

I acknowledge that I have read and understand the terms and conditions provided to me as contained in this Permit, and agree to abide by them:

Name: _____ Position: _____
Signature: _____ Date: _____

Copy of Public Liability Insurance and Detailed Traffic Management Plan must be attached.

Please return completed form via email city@mountgambier.sa.gov.au or contact 8721 2555
AR16/38831[v3]

Page 1 of 3

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--	---------------



 <p>City of Mount Gambier</p>	<p align="center">R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF</p>		Version No:	9.0
			Issued:	19 September 2023
			Next Review:	September 2027

General Terms & Conditions

All public roads in the Council area are vested in the Council.

The Council, having complied with all relevant consultation obligations under the *Local Government Act 1999*, grants this Authorisation to authorise the Authorisation Holder to make alterations to a public road subject to the general and any special conditions stipulated below.

1. Alteration Works

The Authorisation authorises the Authorisation Holder to undertake alterations to a public road as described in "Type of Alteration" above ("the Alterations"), subject to these general conditions and any special conditions that may be notified to the Authorisation Holder.

2. Authorisation Area

The Authorisation applies only in relation to the portion of public road adjacent to the Land described in "Site Location" of the permit.

3. The Authorisation Holder

Where the Authorisation Holder is two or more persons, the Authorisation Holder's liability and obligations hereunder shall be joint and several and the conditions of this Authorisation shall be construed accordingly.

4. Nature Of Authorisation

This Authorisation does not take effect until:

- the Authorisation Holder has paid the Authorisation Fee stipulated (if any);
- a copy has been signed by the Council and issued to the Authorisation Holder; and
- the Authorisation Holder has provided the Council with a copy of the Authorisation Holder's certificate of insurance evidencing compliance with the Authorisation Holder's obligations under clause 7.

For the avoidance of doubt, nothing in this Authorisation:

- confers any proprietary interest in or exclusive right to occupy the Road; or
- restricts the Council from accessing the Road at any time or operates to fetter the exercise by the Council of any other regulatory or other function or power.

This Authorisation is personal to the Authorisation Holder and is not transferrable.

The Council may vary the general and/or special conditions that attach to this Authorisation by notice in writing to the Authorisation Holder.

5. Term, Expiry & Renewal

This Authorisation continues in force the period set out in "Work Details" above and expires on the earlier of the date:

- that the Authorisation Holder ceases to hold an insurance policy as required by General Condition 7; or

- that the Authorisation Holder, by notice in writing to the Council, surrenders this Authorisation.

In the event that this Authorisation is cancelled or surrendered prior to its expiration, there shall be no adjustment, reduction or refund by the Council of the fees paid by the Authorisation Holder in connection with the Authorisation.

There is no automatic right of renewal of this Authorisation. Upon expiration of this Authorisation the Authorisation Holder may make application for a new Authorisation, which may be granted at the Council's absolute discretion, subject to compliance with the public consultation requirements under the Act.

6. Indemnity & Release

As a continuing obligation and except to the extent caused by the Council's negligence, the Authorisation Holder indemnifies and will keep indemnified the Council from and against all actions, costs, claims, damages, charges and expenses whatsoever that may be brought, made or claimed against or otherwise incurred by the Council arising out of or in connection with:

- a breach of this Authorisation by the Authorisation Holder;
- the Authorisation Holder's use and occupation of the Road; and/or
- the granting of this Authorisation by the Council.

The indemnity is in addition to any statutory immunity in favour of the Council, including under section 221(5) of the *Local Government Act 1999*.

The Authorisation Holder releases the Council and its employees, agents and contractors from all and any claims, demands, actions, suits, proceedings, losses and damages of any kind resulting from any loss, accident, damage, injury or death occurring as a result of the Alterations or the granting of this Authorisation except to the extent caused by the Council's negligence.

7. Public Liability Insurance

The Authorisation Holder must take out and maintain during the term of the Authorisation a public liability insurance policy for a minimum amount of twenty million dollars (\$20,000,000.00) per claim or any other amount as may be directed by the Council.

The policy will be in respect of injury, loss or damage occurring in connection with the Alterations and the Authorisation Holder's use of the Road and must note the Council's rights and interest as owner of the Road and the indemnities provided by the Authorisation Holder in favour of the Council.

8. Authorisation Holder's Obligations

The Authorisation Holder must, at the Authorisation Holder's cost and expense in all things, comply with all applicable laws and all

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AR16/38831[v3]

Page 2 of 3

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---	----------------------

 <p>City of Mount Gambier</p>	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF	
	Version No:	9.0
	Issued:	19 September 2023
	Next Review:	September 2027

General Terms & Conditions

reasonable directions of the Council in relation to the Alterations and the Authorisation Holder's use of the Road.

Whilst in occupation of the Road, the Authorisation Holder must:

- take all reasonable measures to protect any utility services, adjacent properties, existing structures (including, as relevant, kerb, gutter, paving, manhole lid, irrigation system, drainage infrastructure) from damage;
- keep the Area reasonably free of rubbish;
- not create or cause any unreasonable nuisance or disturbance (as determined by the Council) either for the Council or for the occupiers of adjoining lands;

The Authorisation Holder must make good any damage that the Authorisation Holder causes to the Road or Council property in connection with the Alterations and/or the Authorisation Holder's use of the Road and, in the event the Authorisation Holder fails to do so, the Authorisation Holder is liable to pay the Council the costs of making good any such damage, which costs the Council may recover from the Authorisation Holder as a debt.

9. Ownership of Alterations

The Alterations are the property of, and belong to the Authorisation Holder pursuant to Section 209 of the *Local Government Act 1999*.

10. Maintenance of Alterations

The Authorisation Holder is solely responsible for the upkeep and maintenance of the Alterations and must keep the Alterations in good and substantial repair, order and condition at all times, safe and free from danger to persons on or using the Road.

If the Authorisation Holder desires to carry out maintenance or repairs in respect of the Alterations which will require interference with the free passage of traffic (pedestrian or vehicular) along the Road, then the Authorisation Holder must:

- not (except in the case of an emergency) commence such maintenance or repairs without the prior written approval of the Council; and
- undertake such repairs or maintenance in strict accordance with the approval of the Council and as expeditiously as is reasonably possible, with as little inconvenience as possible to persons and/or vehicles using the Road and

without interference to public utilities which may be in or below the surface of the Road; and

- ensure that maintenance or repairs are carried out by competent and (where applicable) licensed and duly qualified contractors and workers; and
- upon being presented with an invoice from the Council, pay the Council's reasonable costs of reinstating any damage caused to the Road in undertaking the maintenance or repair works.

11. Cancellation

The Council may cancel this Authorisation for any breach of these conditions pursuant to section 225 of the *Local Government Act 1999*, by giving not less than one month's notice in writing to the Authorisation Holder (unless the Council determines that a shorter period should apply to protect the health or safety of the public, or otherwise to protect the public interest).

12. Consequences Of Cancellation Or Expiration

On the cancellation or expiration of the Authorisation or if the Authorisation is surrendered, the Authorisation Holder must, to the Council's satisfaction, reinstate the Road to at least the same condition the Road was in before the Alterations were made. This includes but is not limited to the Authorisation Holder removing all of the Alterations unless otherwise directed by the Council.

Reinstatement works must be undertaken within 28 days of the cancellation, expiration or surrender of the Authorisation.

The Authorisation Holder is responsible for repairing, at its own cost, any damage caused in removing the Alterations.

In the event the Authorisation Holder fails to comply with the Authorisation Holder's obligations under this General Condition 12, the Council may undertake the works required and recover the associated costs from the Authorisation Holder as a debt in a Court of competent jurisdiction.

13. Special Conditions

The Authorisation Holder must comply with all special conditions contained (if any) which special conditions prevail in the extent of any inconsistency with the general conditions stipulated herein.

Checklist : <input type="checkbox"/> Completed Form <input type="checkbox"/> Public Liability Insurance <input type="checkbox"/> Detailed Traffic Management Plan			
Authorisation Approved by: <input type="checkbox"/> approved <input type="checkbox"/> declined reason:			
Officer's Name:		Title:	
Signature:		Date:	
Application Fee:	<input type="checkbox"/> No <input type="checkbox"/> Yes \$ _____		

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Page 3 of 3

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--	---------------

 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	<u>19 September 2023</u>
			Next Review:	<u>September 2027</u>

4. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~November 2020~~; September 2027, however, will be reviewed as required by any legislative changes which may occur.

5. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.



 City of Mount Gambier	R270 ROAD PAVEMENT EXCAVATION AND REINSTATEMENT OF		Version No:	9.0
			Issued:	<u>19 September 2023</u>
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File Reference:	<u>AF11/1741AF18/47</u>
Applicable Legislation:	
Reference: Community Plan	Goal 2: Our Location
Related Policies:	
Related Procedures:	
Related Documents:	Relevant Australian Standards

DOCUMENT DETAILS

Responsibility:	General Manager City Infrastructure
Version:	<u>8.09.0</u>
Last revised date:	<u>November, 2017-19 September 2023</u>
Effective date:	<u>21st November, 2017-19 September 2023</u>
Minute reference:	Council Meeting <u>21st November, 2017-19 September 2023</u> - <u>Strategic Standing Committee, Item 5.12## - Resolution 2023/##</u>
Next review date:	<u>September 2027</u>
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	18 th February 1999 15 th April 2003; 20 th June 2006; 19 th September 2006; 17 th February 2009; 16 th October 2012; 16 th May, 2017, 21 st November 2017, <u>19 September 2023</u>

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---	---------------



	COUNCIL POLICY S115 FENCING OF STORMWATER RETENTION BASINS		Version No:	5.0
			Issued:	19 September 2023
			Next Review:	September 2027

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for the fencing of stormwater retention basins within the Council area.

In the established areas of the City, the primary purpose of a retention basin is to assist with the control of localised flooding. In areas of restricted drainage bore capacity and to comply with latest Codes of Practice for stormwater disposal in Mount Gambier, the only option available is to store stormwater above ground (which gives an environmental benefit) and allows the water to discharge over time. Roadways can be used to store stormwater during major rain events, but this has implications for road safety. Retrofitting stormwater retention basins to established areas is usually done when properties experience flooding and Council has to make a judgement call in the works necessary to protect property.

Where practical, retention basins should be constructed to a relatively shallow depth with side slopes generally restricted to 1 vertical to 6 horizontal to allow for mowing. If this can be achieved, then the retention basin is not fenced. It should be noted that mowing can occur on steeper slopes and this does occur on occasions. In this instance professional judgement is required to ascertain the need for fencing.

2. RETENTION BASINS

- (a) Retention basins are an important and necessary asset in controlling both stormwater quality and stormwater quantity.
- (b) Stormwater retention basins are used firstly as an environmental control to improve the quality of stormwater prior to its entry into the underground aquifer (which is the source of the City's drinking water). A secondary purpose of these basins in new developing areas is to ensure that there are no localised flooding issues due to limited bore drainage capacity.
- (c) Retention basins are to be constructed over a large area to ensure that depth is minimised and that the side slopes are restricted to a maximum grade of 1 vertical to 6 horizontal, to allow for mowing by a ride on mower.
- (d) In circumstances where land area is restricted and it is necessary to construct the basin relatively deep and with side slopes exceeding the safe mowing slope, the retention basin shall be adequately fenced (or barricaded through the planting of suitable vegetation) to provide a physical barrier to prevent people accidentally falling into the basin (noting that the steep side slopes will make exiting the basin extremely difficult).
- (e) Council will fence retention basins in instances where a side slope steeper than 1 vertical to 6 horizontal exists, with such fencing or barricading to form a physical barrier to prevent the accidental entry to the retention basin area by people.

3. REVIEW & EVALUATION

This Policy is scheduled for review by Council in ~~October 2024~~September 2027; however, will be reviewed as required by any legislative changes which may occur.

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Page 1 of 3

 City of Mount Gambier	COUNCIL POLICY S115 FENCING OF STORMWATER RETENTION BASINS	Version No:	5.0
		Issued:	<u>19 September 2023</u>
		Next Review:	<u>September 2027</u>

4. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

	COUNCIL POLICY S115 FENCING OF STORMWATER RETENTION BASINS	Version No:	5.0
		Issued:	<u>19 September 2023</u>
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File Reference:	<u>AF11/1741AF18/47</u>
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	Goal 2: Our Location
Related Policies:	L130 Land Divisions
Related Procedures:	
Related Documents:	

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Responsibility:	General Manager City Infrastructure
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 <p>City of Mount Gambier</p>	<p>S120 - STREET SIGNS DIRECTIONAL, TOURIST AND OTHER SCENIC FACILITY SIGNS</p>		Version No:	5.0
			Issued:	2 nd May 2018 19 September 2023
			Next Review:	May 2024 September 2027

1. INTRODUCTION

This document sets out the policy of the City of Mount Gambier ("Council") for directional, tourist and other scenic facility signs installed within the Council area.

2. APPROVAL OF SIGNAGE

check delegations

(a) The Chief Executive Officer, General Managers, ~~Manger Operations and Infrastructure and the Manager Engineering Design and Assets Operations and Engineering~~ are authorised to approve applications for the placement of facility signs and scenic information signs in accordance with the following:

(i) Facility Signs - i.e. accommodation, church

- (a) Shall be standard fingerboard type signs with white letters on blue reflective background;
- (b) Signs to follow national best practice and Council will use recognized icons on signs where possible in preference to names;
- (c) No facility signs are to be erected for those establishments abutting a major street/road as defined below;
- (d) Other establishments, upon request, may have a generic name facility sign erected at the nearest major street/road (as defined below), to encourage travel via the shortest direct route - generally only one (1) sign per establishment, maximum two (2) signs.
- (e) No specific name signs shall be permitted.

(ii) Scenic Information Signs

- (a) Shall have white letters on brown reflective background;
- (b) Shall be erected as required for the 'Mount Gambier Tourist Drive No.72';
- (c) Signs to follow national best practice and Council will use recognized icons on signs where possible in preference to names

(iii) Major Streets/Roads

- (a) For the purpose of this policy, the following are deemed to be a 'major street/road' -
 - Jubilee Highway East and Jubilee Highway West;
 - Commercial Street East and Commercial Street West;
 - Penola Road/Bay Road;
 - Pick Avenue;
 - Sutton Avenue/White Avenue;
 - Nelson Road/Punt Road.

3. SIGNAGE COMPOSITION

(a) The colors selected shall conform with the current Australian Standard;

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Page 1 of 3

 City of Mount Gambier	S120 - STREET SIGNS DIRECTIONAL, TOURIST AND OTHER SCENIC FACILITY SIGNS	Version No:	<u>5.0</u>
		Issued:	<u>2nd May 2018</u> <u>19 September 2023</u>
		Next Review:	<u>May</u> <u>2024</u> <u>September</u> <u>2027</u>

- (b) Oversize street signs should highlight the major streets/roads thereby assisting visiting motorists;
- (c) Installation of signs on stobie poles is encouraged;
- (d) Signs currently installed on the away side of a named street are often difficult to read - thus recommend amending the practice except where signs more readily seen;
- (e) Many existing facility name signs are remote from relevant establishment and the purpose of this Policy is to allow facility name signs at the nearest major road/street and it is assumed that businesses will provide customers with basic information including the location of major roads/streets.

4. DETERMINATION BY COUNCIL

- (a) Should the Chief Executive Officer, General Managers, ~~Manger Operations and Infrastructure and the Manager Engineering Design and Assets Operations and Engineering~~ refuse any applications, details thereof shall be referred to the Council for final consideration.

5. ASSOCIATED COSTS

- (a) All costs associated with the supply, installation and future maintenance and/or replacement (for any reason) of the requested sign/s are to be met by the applicant.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

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Page 2 of 3

 City of Mount Gambier	S120 - STREET SIGNS DIRECTIONAL, TOURIST AND OTHER SCENIC FACILITY SIGNS	Version No:	<u>5.0</u>
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		Next Review:	<u>May 2024</u> <u>September 2027</u>

File Reference:	<u>AF11/1741AF18/47</u>
Applicable Legislation:	Local Government Act 1999
Reference: Strategic Plan – Beyond 2015	Goal: Securing Economic Prosperity, Strategic Objective: 2
Related Policies:	
Related Procedures:	
Related Documents:	Relevant Australian Standards

DOCUMENT DETAILS

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Minute reference:	Council Meeting <u>15 May 2018</u> <u>19 September 2023</u> - Item <u>13.13###</u> - Resolution 2023/###
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Page 3 of 3



19.11 LOCAL GOVERNMENT ASSOCIATION - 2023 CONFERENCE AND ANNUAL GENERAL MEETING – REPORT NO. AR23/61008

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/61008
CM9 Reference:	AF22/378
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report presents the dates of the upcoming Local Government Association 2023 Conference and Annual General Meeting including invitation for Councillors also to attend.
Strategic Plan Reference:	Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/61008 titled 'Local Government Association - 2023 Conference and Annual General Meeting' as presented on 19 September 2023 be noted.
2. That the Mayor be noted as Council's authorised delegate to represent Council at the 2023 LGA Conference and Annual General Meeting to be held in Adelaide on the evening of Wednesday 25 October 2023 and Thursday 26 October 2023 accompanied by the CEO, with all associated costs to be met by Council.
3. That the Deputy Mayor be confirmed as proxy delegate to represent Council, should the Mayor not be able to attend.
4. Councillor _____ and Cr _____ be registered to attend the 2023 LGA Conference and Annual General Meeting in Adelaide on the evening of Wednesday 25 October 2023 and Thursday 26 October 2023 with all associated costs to be met by Council.
5. That SAROC's receipt of Council's proposed item of business relating to Youth Allowance Eligibility be noted, and the Local Government Association be advised Council does not wish to submit any further notice of motion.



TYPE OF REPORT

Corporate

BACKGROUND

Council represents the community at the LGA Conference and Annual General Meeting each year.

The Mayor and Chief Executive Officer ordinarily attend as Council representatives, with the Mayor appointed as voting delegate by Council Policy.

The Deputy Mayor is also appointed as proxy delegate should the Mayor not be able to attend.

PROPOSAL

The 2023 Local Government Association Conference and Annual General Meeting will be held on the evening of Wednesday 25 October 2023 and Thursday 26 October 2023.

Previous practice has been that an invitation is extended to other Councillors who may wish to attend as an opportunity for further professional development, with all associated attendance costs met by Council, with a focus on providing access for all Elected Members to attend on a rotational basis over the four-year Council term.

Limited physical attendance has occurred during the period since the COVID-19 health emergency was declared in early 2020, with Council represented by the Mayor as authorised delegate.

The last Councillor/non-delegate attendances were by Crs Jenner and Amoroso at the 2019 LGA Showcase and Ordinary General Meeting and Cr Jenner at the LGA Conference and Annual General Meeting in October 2019. Whilst Cr Amoroso was endorsed to attend the 2020 LGA Showcase and Ordinary General meeting this did not proceed due to COVID-19 restrictions.

The LGA has previously called for proposed items of business for the Annual General Meeting with Council resolving the following proposed notice of motion for presentation to the LGA AGM, via SAROC, at the July 2023 Council meeting:

That the SAROC Committee approves the following item of business requested by City of Mount Gambier be included in the agenda for the LGA Ordinary General Meeting to be held on 26 October 2023:

"That the Ordinary General Meeting requests the LGA to amend its Policy Manual to recognise and advocate on factors that impact regional youth participation in post-secondary education in light of skills shortages and localised social and economic impacts for regional communities.

That the LGA advocate for removal of the parental income test as a qualifying criteria for Youth Allowance eligibility for regional students relocating to pursue post-secondary education, and other measures that encourage youth/regional participation in further education"

To be included on the agenda for a General Meeting, all proposed items of business should comply with the LGA's Guidelines, which are available on the [LGA AGM and OGM page](#) on the LGA website.

Proposals should be accompanied by sufficient supporting information to assist SAROC, GAROC and the LGA Board of Directors to make informed decisions and recommendations.

A submission on youth allowance eligibility was made with receipt acknowledged on 14 August 2023.

Council may now consider whether any other non-delegate Councillors may attend the LGA AGM as Council representatives, with all associated costs to be met by Council.

Depending on what travel and accommodation arrangements are available for the overnight attendance, the approximate cost including registration costs is estimated at \$1,200 per attendee.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

N/A



COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

The resource implications are limited to the administration and actual expenses incurred in booking travel and accommodation arrangements.

VALUE FOR MONEY

The cost of Council representation at meetings of its peak body is considered nominal relative to the benefit associated with Council being represented.

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

This report includes recommendations noting the CEO, Mayor and Deputy Mayor (proxy) as Councils authorised representatives (and delegates) at the 2023 LGA Conference and Annual General Meeting.

A recommendation is also included for Council to endorse the attendance of other Councillors at the Conference and Annual General Meeting, with all associated costs to be met by Council.

The proposed Notice of Motion relating to youth allowance eligibility as resolved by Council in July 2023 will be presented to the SAROC meeting on 21 September for consideration before being recommended for inclusion on the LGA AGM agenda for consideration. This report includes a recommendation noting that proposed item of business and that Council advise the LGA that it does not submit any further proposed notice of motion.

ATTACHMENTS

Nil



19.12 POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS POLICY – REPORT NO. AR23/58117

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/58117
CM9 Reference:	AF22/378
Author:	Ashlee Pasquazzi, Executive Administrator Corporate and Regulatory Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report presents the Political Neutrality and Government Relations Policy for consideration as a new Council policy.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/58117 titled 'Political Neutrality and Government Relations Policy' as presented on 19 September 2023 be noted.
2. That Council Policy - Political Neutrality and Government Relations as attached to Report No. AR23/58117 be adopted.



TYPE OF REPORT

Corporate

BACKGROUND

At its meeting on 20 June 2023, the following motion was endorsed:

1. *That Council reaffirms it is apolitical.*
2. *That Council develop a policy outlining its position on how it publicly manages its relationships with State and Federal politicians and government.*

A subsequent Elected Member Information / Briefing Session was held on 22 August 2023 to discuss the draft policy with Elected Members invited to provide feedback at the session.

PROPOSAL

The purpose of the Political Neutrality and Government Relations Policy is to outline Council's approach to political and government relationships, providing clear guidelines for the City of Mount Gambier's engagement with political entities and government bodies.

This Policy is established to ensure that the activities and decisions of the City of Mount Gambier are conducted in a manner that upholds the principles of political neutrality, impartiality, and fairness. This policy aims to prevent the council from being influenced by partisan politics and to maintain public trust and confidence in the council's actions.

LEGAL IMPLICATIONS

This policy ensures compliance with existing laws and regulations governing the relationship between local governments and political entities.

STRATEGIC PLAN

N/A

COUNCIL POLICY

This policy ensures that governance remains transparent, accountable, and centred on the needs of the community, thereby maintaining public trust and confidence in the council's actions.

ECONOMIC IMPLICATIONS

By maintaining political neutrality, the City of Mount Gambier can create a business-friendly atmosphere that attracts investment, promotes economic growth, and ensures financial stability.

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The Policy ensures that the council's actions are driven by the needs and concerns of the community.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A



RISK IMPLICATIONS

By adhering to political neutrality, the City of Mount Gambier mitigates political and reputational risks. This policy helps prevent situations where political influence might compromise the council's integrity or create uncertainties in its operations.

EQUALITIES AND DIVERSITY IMPLICATIONS

This Policy commits to providing equitable services and opportunities for all residents, irrespective of their political affiliations, ensuring inclusivity and fairness in governance.

ENGAGEMENT AND COMMUNICATION STRATEGY

This Policy will be published on Council's Website.

IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

This report recommends that the Political Neutrality and Government Relations Policy as attached to this report be adopted.

ATTACHMENTS

1. DRAFT Council Policy - Political Neutrality and Government Relations [!\[\]\(adb0331d22f78481623cc605df40612a_img.jpg\) !\[\]\(7e3a264c08e10137510d1aa76522412b_img.jpg\)](#)



 City of Mount Gambier	COUNCIL POLICY POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS		Version No:	1
			Issued:	Month, 2023
			Next Review:	Month, 20##

1. INTRODUCTION

1.1. Purpose

The purpose of this Political Neutrality and Government Relations Policy is to outline Council's approach to political and government relationships.

This Policy is established to ensure that the activities and decisions of the City of Mount Gambier are conducted in a manner that upholds the principles of political neutrality, impartiality, and fairness. This policy aims to prevent the council from being influenced by partisan politics and to maintain public trust and confidence in the council's actions.

1.2. Scope

This policy applies to all council employees, elected representatives, and volunteers.

2. POLICY STATEMENT

The City of Mount Gambier is apolitical and will work in a bipartisan way to progress the objectives of the community and Council.

Council is committed to maintaining political neutrality and ensuring that its activities, decisions, and communications are conducted in a manner that does not favour, endorse, or align with any political party, individual candidate, or political ideology. The council remains dedicated to serving the best interests of the community without bias or discrimination.

3. DEVELOPING COUNCIL'S ADVOCACY POSITION

Advocacy on behalf of the community by Council will be informed by considered policy and by resolutions of Council. This includes Council's strategic plan and other strategic management documents.

Council has also developed a "Partnership Priorities and Advocacy" document which will be updated regularly, to highlight specific objectives or issues which Council wishes to work on in partnership with government, with policy makers or other stakeholders. This document provides a basis for advocacy with Members of Parliament, and will also be used during State and Federal elections to seek policy or financial commitments.

In addition to the "Partnership Priorities and Advocacy" document, Council will develop other policies or positions on matters of importance to our local community. These may be captured in policy documents or by way of report to Council resulting in a Council resolution. These may also be used to advocate with Government or other Members of State and Federal government.

Council notes that the Mayor and CEO are Council's official spokespersons on all matters.

 City of Mount Gambier	COUNCIL POLICY POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS		Version No:	1
			Issued:	Month, 2023
			Next Review:	Month, 20##

4. GUIDELINES

4.1 Meetings with Members of Parliament

The Council may resolve from time to time to arrange meetings with Members of Parliament. The Mayor is also empowered to arrange meetings with Members of the State or Federal Parliament (and their attendees) for the purposes of pursuing specific or general matters that will further the causes of Council or the wider community. These may be initiated by the Council, the Mayor or at the request of Members of Parliament.

At the Mayor's discretion, meetings may include invitations to other Members of Council, the CEO or other senior Council officers. Such meetings can be held regardless of whether the relevant politician is within the Government of the day, or Independent or in Opposition. Where time permits, the Mayor will arrange for Councillors to be advised in advance of such meetings and the intended subjects for discussion.

A record of the occurrence of these meetings will be made within the Mayoral report, which is tabled on a monthly basis at the Ordinary Council meeting.

Council will also extend an invitation to Member of Parliament for the seat of Barker (Federal) or Mount Gambier (State) and those in the Senate (Federal) or Legislative Council (State) who live within the City of Mount Gambier or surrounds to meet on a regular basis with Councillors at a workshop or information briefing.

The purpose of these discussions is to hear from Members of Parliament about current matters of interest to Mount Gambier, to raise advocacy issues and to foster positive working relationships for the betterment of the region. Such workshops or information briefings will generally be open to the community, unless the Member of Parliament requests that it be held in closed/confidential for particular topics and provides the reasons for such confidentiality. Where captured by section 91A confidentiality will be only on grounds allowed under the Local Government Act section 90(3).

4.2 Deputations to Federal or State Members

The Council may resolve to undertake a Deputation to Members of Parliament. The Mayor is also empowered to arrange deputations (representing the Council) with Members of the State or Federal Parliament, Ministers etc. and/or their advisers to enable Council to pursue issues of importance to Council or the wider community. At the Mayor's discretion, other Members of Council, the CEO or other senior Council officers may form part of any deputation depending on the issue at hand and the location.

A record of the occurrence of these meetings will be made within the Mayoral report, which is tabled on a monthly basis at the Ordinary Council meeting or by way of specific report to Council.

 <p>City of Mount Gambier</p>	<p>COUNCIL POLICY POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS</p>		Version No:	1
			Issued:	Month, 2023
			Next Review:	Month, 20##

4.3 Joint advocacy

The Mayor may advocate alongside local Members of Parliament for issues which are reflective of Council's existing advocacy or policy positions. This may be advocating in the media or directly with Government, Government Departments or other stakeholders. Such instances may then also be reported from time to time in Council's official documents, such as the Annual Report.

4.4 Written submissions and correspondence

The Mayor and CEO are empowered to correspond with Members of State or Federal Parliament to pursue issues of importance to Council and the community.

This may include submissions to various Parliamentary Committees or Enquiries where those matters have already been considered by Council and Council's position is agreed.

4.5 Acknowledgement of Members of Parliament or Funding from Government

There will be certain circumstances when Council will formally and informally acknowledge working relationships with Members of Parliament and with the relevant Government or Government agency. This will include meeting requirements of grant funding agreements where the funder contributions must be acknowledged. Where a local Member of Parliament has advocated on behalf of Council or the community, acknowledgement of that effort may be made by the Mayor on behalf of Council in response to media enquiries or in such public forums (including Council meetings) or Council documents (such as the Annual Report) as are appropriate.

4.6 Membership of Political Parties

In accordance with sections 65 and 66 and Schedule 3 of the Local Government Act, SA, any membership of a political party must be declared on Councillor's Primary and Ordinary Returns. Councillors are also required to provide declarations regarding donations as per the Local Government (Elections) Act 1999 and Regulations.

Council Members commit to considering any issue before Council on its merits and not on the basis of any political affiliation.

4.7 Non-Endorsement of Political Entities and Candidates

The Mayor and Councillors will not provide testimonials or endorsements for political candidates for the purposes of preselection or during Elections on behalf of Council.

The council and its elected members, staff members, and volunteers shall refrain from endorsing, promoting, or engaging in activities that directly or indirectly endorse political parties, candidates, or ideologies in the conduct of official council duties.

 City of Mount Gambier	COUNCIL POLICY POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS		Version No:	1
			Issued:	Month, 2023
			Next Review:	Month, 20##

If elected members, staff members, and volunteers participate in such activities in a private context, they should make clear they do so as private citizens and consider and address any conflict of interest or perceptions of bias that might arise from such activity.

4.8 Council Resources and Facilities

Council resources, facilities, and communication channels (including social media platforms, official websites, and public spaces) shall not be utilised to express personal political opinions or promote political entities.

4.9 Elected Members

Elected members shall exercise their duties in a manner consistent with the council's political neutrality policy. While they are entitled to their personal political beliefs, they shall not use their position or resources to further their personal political agendas.

Elected Members may from time to time engage with or make enquiry of Members of Parliament, but are not doing so as the official spokesperson of Council, unless delegated to do so by the Council or Mayor.

4.10 Public Communications

All official communications from the council, including press releases, newsletters, engagement on policy or programs and public statements, shall strictly focus on council matters, community services, projects, and events. They shall not contain any political endorsements or opinions.

4.11 Council Meetings and Events

Council meetings, workshops, and events shall be conducted in a non-partisan manner, ensuring that all participants have an equal opportunity to express their opinions and contribute to discussions without fear of political bias.

4.12 Employee Conduct

Council employees shall conduct themselves in a politically neutral manner while on duty. Their personal political beliefs shall not influence their interactions with the public, decision-making processes, or allocation of resources.

4.13 Operational matters

Members of Parliament will from time to time contact Council's Administration on operational matters (such a local constituent issues, contractual matters, FOI requests and the like) The CEO will respond to these requests as they are operational in nature.



 City of Mount Gambier	COUNCIL POLICY POLITICAL NEUTRALITY AND GOVERNMENT RELATIONS	Version No:	1
		Issued:	Month, 2023
		Next Review:	Month, 20##

5. REVIEW & EVALUATION

This Policy is scheduled for review by Council in September 2027 however, will be reviewed as required by any legislative changes which may occur.

6. AVAILABILITY OF POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/48
Applicable Legislation:	
Reference: Strategic Plan – Beyond 2015	
Related Policies:	Behavioural Management Policy Medial Statements on behalf of Council Visits by Parliamentary Governmental Representatives
Related Procedures:	
Related Documents:	

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	1.0
Last revised date:	N/A
Effective date:	## th Month, 201#
Minute reference:	## th Month, 201# Council Meeting, Item #
Next review date:	Month, 201#
Document History	## th MONTH YEAR
First Adopted By Council:	INSERT REVIEW DATE(S).
Reviewed/Amended:	

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Page 5 of 5



19.13 CROWN LAND DEDICATION - PORTION OF LAKE TERRACE CEMETERY – REPORT NO. AR23/49678

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/49678
CM9 Reference:	AF22/378
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report presents a proposal to accept the conditions of a Crown Land Dedication for part of the Lake Terrace Cemetery.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/49678 titled 'Crown Land Dedication - Portion of Lake Terrace Cemetery' as presented on 19 September 2023 be noted.
2. That the historical anomaly associated with the non-dedication of a portion of the Lake Terrace Cemetery (Section 412 – Hundred of Blanche) to the City of Mount Gambier be noted.
3. That the proposed conditions of dedication of Section 412, Hundred of Blanche to the City of Mount Gambier for cemetery purposes be accepted.
4. That the Chief Executive Officer and Mayor be authorised to execute any documentation necessary documentation to accept and give effect to a dedication of Section 412 – Hundred of Blanche to the City of Mount Gambier for cemetery purposes.



TYPE OF REPORT

Legislative

BACKGROUND

During routine administration of matters associated with the licence of Sexton's Cottage at the Lake Terrace Cemetery to the local history group it was noted that one of the land parcels comprising the cemetery is not in, and never has been in, Council ownership or custody despite having been physically maintained by Council.

The parcel in question being Section 412, Hundred of Blanche dedicated to the Minister for Climate, Environment, and Water for Cemetery purposes, comprising an irregular U shaped parcel with fronting Lake Terrace East and Blume Terrace, and abutting side boundaries of residential properties on Tawarri Crescent and the rear boundary of the former WINTV site on John Watson Drive.

The subject land is mostly grassed and vegetated, including the entry gates and historic caretakers (Sexton's) cottage, but is not understood to contain any burial licences being located on other land in Councils ownership or custody.

The absence of Council, now identified, is problematic for the granting of a lease or licence over land by Council, with Council's authority being derived from the inherent status as custodian or owner.

Council Officers have communicated with the Crown Lands section of the Department of Environment and Water (DEW) who, noting the anomaly, have assessed the land as appropriate to be dedicated under the custodianship of the City of Mount Gambier.

The *Crown Land Management Act 2009* requires the Minister, before effecting a dedication to place land in the care control and management of a person or body, to consult with that person or body.

PROPOSAL

The City of Mount Gambier is in receipt of correspondence from the Crown Lands section of the Department of Environment and Water proposing to dedicate Section 412, Hundred of Blanche (portion of Lake Terrace Cemetery) to the City of Mount Gambier.

It is ordinary practice since the commencement of the *Crown Land Management Act 2009* that the Crown enter into a condition agreement with a prospective custodian, setting out the conditions of dedication.

The proposed conditions are relatively standard, with most applying irrespective of any such agreement, relating to such matters as:

- The purpose for which the land may be used
- Stopping work by written notice
- Ministers power of entry
- (ownership of) Fixtures/Improvements
- (responsibility for) Rates, Taxes Charges and Levies
- Indemnity (of Minister and Crown)
- (Implications of) Breach of Conditions i.e. withdrawal of dedication
- Waivure of Conditions (by Minister)
- Special Requirements – None

The *Crown Land Management Act 2009* also applies to crown land in Council's custody.

Attention is brought to the Fixtures/Improvements provisions of the condition agreement, that existing buildings and improvements are severed from the land for the purposes of the relevant clause, such that the entry gates, Sexton's Cottage and any other buildings and improvements are considered to



be Council's assets and responsibility. Whilst this is a formality not previously documented, to-date Council has maintained and managed the whole of the subject site as if it were its own, such that there are no real implications associated with this condition, other than to affirm the previously understood position.

Should Council wish to consent to the conditions and dedication of the subject land, a recommendation has been presented that would authorise the Chief Executive Officer and Mayor (if/as necessary) to execute the acknowledgement and agreeing to the dedication conditions.

A recommendation would then be made to the delegate for the Minister for Climate, Environment and Water to dedicate the land, following which confirmation would be provided.

No changes to the manner in which the Cemetery land is managed are envisaged.

LEGAL IMPLICATIONS

The land, being dedicated to the Minister for Climate, Environment and Water rather than the City of Mount Gambier has legal implications for leasing/licensing of community land by Council, as well as the rights and obligations for access and maintaining the land and assets located upon it.

The proposal in this report is intended to formally establish the arrangements that, but for the recent identification, were thought by various stakeholders to already be in place.

Following formal notification of the dedication to the City of Mount Gambier as custodian, a process will need to be initiated to formally include the subject land in the Lake Terrace Cemetery community land management plan, noting that the inclusion of the subject land in Council's current plan since 2003 was technically invalid not being classified as community land under Council's control.

STRATEGIC PLAN

N/A

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A



ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

Upon formal notification of the dedication to the City of Mount Gambier as custodian, a process will need to be initiated to formally include the subject land in the Lake Terrace Cemetery community land management plan, noting that the inclusion of the subject land in the plan since the early 2000's was technically invalid not being classified as community land under Council's control.

CONCLUSION AND RECOMMENDATION

Having become aware of the historical anomaly of the non-dedication of one of the main land parcels comprising the Lake Terrace Cemetery to Council's care, control and management, this report includes a recommendation that Council accept the proposed conditions of dedication and authorise the Chief Executive Officer and Mayor to execute any necessary documentation to accept and give effect to a dedication of Section 412, Hundred of Blanche to the City of Mount Gambier for cemetery purposes.

ATTACHMENTS

Nil



19.14 MEMBER BEHAVIOURAL MANAGEMENT - REVIEW – REPORT NO. AR23/63046

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/63046
CM9 Reference:	AF22/378
Author:	Michael McCarthy, Manager Governance and Property
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report is presented for Council to review the operation of its Member Behavioural Management Policy as required by s262B of the Local Government Act 1999.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/63046 titled 'Member Behavioural Management - Review' as presented on 19 September 2023 be noted.
2. That, having met the requirement of section 262B of the *Local Government Act 1999* to review the operation of its Member Behavioural Management Policy, no amendments to Council's Member Behavioural Management Policy are proposed at this time;
3. That Council confirms its April 2023 decision not to prepare and adopt a Member Behavioural Support Policy (or policies) at this time;
4. That a further report (or reports) be presented if any substantial changes are made to the Local Government Association model policies to enable consideration of any amendments to Council's Member Behavioural Support Policy and/or the preparation and adoption of a Member Behavioural Support Policy (or policies).
5. That Council notes it will be required to further consider the operation of its Member Behavioural Management Policy, and whether (or not) to prepare and adopt a Member Behavioural Support Policy (or policies), following the November 2026 local government elections.



TYPE OF REPORT

Legislative

BACKGROUND

At its meeting in November 2022 in consideration of Report No. AR22/71224 titled 'Policy - Member Behavioural Management' Council adopted the LGA Model (Member) Behavioural Management Policy in accordance with section 262B of the *Local Government Act 1999* (the 'Act').

Section 262B(7) requires that a Council must, within twelve months after the conclusion of each periodic election, review the operation of its Behavioural Management Policy.

Further, section 75F of the Act requires all Councils to consider, within six months after the conclusion of each periodic election, whether it should adopt a behavioural support policy (or policies) to support appropriate behaviour by Members of the Council. At its meeting in April 2023 in consideration of Report No. AR23/11633 titled 'Member Behavioural Support Policy' Council resolved to defer further consideration of the preparation and adoption of a Member Behavioural Support Policy (or policies) until after the statutory review required under section 262B(7).

This report is now presented to consider both of these matters.

PROPOSAL

Review of Operation of Member Behavioural Management Policy

Council has adopted the LGA Model (Member) Behavioural Management Policy to meet the requirement of section 262B of the Act.

During the period since its adoption on 29 November 2022 and the preparation of this report Council had not received any complaints under the Member Behavioural Management Policy to enable its operation to be tested.

Accordingly, Council has no information on which to base a review of the operation of the Policy.

It is therefore recommended that, having given consideration to the operation of the policy, no policy amendments be made to the Member Behavioural Management Policy at this time.

Further, that a report be presented if any substantial changes are made to the Local Government Association model policies to enable consideration of any amendments to Council's Member Behavioural Support Policy at that time.

Consideration of Member Behavioural Support Policy

Further to the consideration of Report No. AR23/11633 titled 'Member Behavioural Support Policy' at the April 2023 Council meeting, Members also attended an information/briefing session in August 2023 which addressed Member Behavioural Standards/Support Policy from which there was no indication of an intention to pursue the development of a further supporting policy.

Having now considered the operation of the Member Behavioural Management Policy under section 262B, Council may now consider formally whether (or not) it wishes to prepare and adopt a Member Behavioural Support Policy (or policies).

If Council resolves to not develop a Member Behavioural Support Policy at this time then no further action would arise on this until after the November 2026 local government elections, unless raised in the intervening period.

If Council resolves that a policy be developed, then the administration would prepare the Local Government Association Model Behavioural Support Policy based on member feedback for presentation to a subsequent meeting for consideration.

Whilst Council is not obligated to adopt a behavioural support policy, in consideration of whether (or not) it wishes to do so it should be noted that section 75F of the Act provides the following in relation to their content:



- (2) *A behavioural support policy may—*
 - (a) *specify directions relating to behaviour that must be observed by members of the council; and*
 - (b) *set out guidelines relating to compliance by members with the behavioural standards and directions under paragraph (a); and*
 - (c) *include any other matter relating to behaviour of members considered appropriate by the council.*
- (3) *A behavioural support policy—*
 - (a) *must not be inconsistent with the behavioural standards; and*
 - (b) *must comply with any requirement specified by the behavioural standards.*

Further, section 75F(6) requires that, before a Council adopts a Behavioural Support Policy, it must undertake public consultation on the behavioural support policy. Accordingly, if such a policy is prepared, it may only be adopted for public consultation purposes in the first instance.

Importantly, a decision by Council to not proceed with the adoption of a behavioural support policy at this time does not preclude Council from determining to adopt a behavioural support policy at any time throughout the remaining term of council.

LEGAL IMPLICATIONS

Legal implications are addressed in the body of the report.

STRATEGIC PLAN

N/A

COUNCIL POLICY

This report is related to Councils (Member) Behavioural Management Policy.

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

Resource (administrative) implications will be dependent upon Council's decision to proceed with preparing and adopting (and if so – public consultation) a behavioural support policy.

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Public consultation will be required on a behavioural support policy prior to adoption, should Council determine to prepare and adopt such policy (or policies).



IMPLEMENTATION STRATEGY

N/A

CONCLUSION AND RECOMMENDATION

Having met its requirements under sections 75F and 262B of the Local Government Act 1999, Council may now determine whether (or not) to make any amendments to its Member Behavioural Management Policy, or to prepare and adopt (after public consultation) a Member Behavioural Support Policy (or policies).

This report recommends that:

- having met the requirement of section 262B of the *Local Government Act 1999* to review the operation of its Member Behavioural Management Policy, no amendments to Council's Member Behavioural Management Policy be proposed at this time;
- Council confirms its April 2023 decision not to prepare and adopt a Member Behavioural Support Policy (or policies) at this time;
- a further report (or reports) be presented if any substantial changes are made to the Local Government Association model policies to enable consideration of any amendments to Council's Member Behavioural Support Policy and/or the preparation and adoption of a Member Behavioural Support Policy (or policies).
- Council note it will be required to further consider the operation of its Member Behavioural Management Policy, and whether (or not) to prepare and adopt a Member Behavioural Support Policy (or policies), following the November 2026 local government elections.

ATTACHMENTS

Nil



19.15 ACCOUNTING POLICIES – REPORT NO. AR23/63869

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/63869
CM9 Reference:	AF22/378
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report presents amended Council Policies following review for consideration and adoption further to Audit and Risk Committee review and feedback.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/63869 titled 'Accounting Policies' as presented on 19 September 2023 be noted.
2. The updated policies as referenced below and as attached to Report No. AR23/63869 having been reviewed by the Audit and Risk Committee on 11 September 2023 be adopted:
 - (a) P415 - Prudential Management Policy;
 - (b) Asset Accounting Policy; and
 - (c) Internal Controls Policy.
3. The new draft policy as referenced below and as attached to Report No. AR23/63869 having been reviewed by the Audit and Risk Committee on 11 September 2023 be adopted:
 - (a) External Grant Funding Policy.



TYPE OF REPORT

Legislative

BACKGROUND

1. **Policy Reviews** - Council periodically reviews its policies over the term of the Council to ensure they remain up to date with legislative requirements, Council and community expectation and emerging practices in local government.
2. **Interim Audit 2021/2022** - Following the Interim Audit carried out in May 2023, it was identified that that Council still had 35 of a total 74 policies that were required to be reviewed and updated.
3. **Review Process** - A process for the review of all policies has now commenced, with action plan developed and reporting on the progress being presented to the Executive Leadership Team (ELT) on a fortnightly basis.
4. **Audit and Risk Committee Review** - Accounting policies as per the Audit and Risk Committee Terms of Reference are reviewed by the Committee prior to review and adoption by Council.
5. **Special Audit and Risk Committee Meeting 11 September 2023** - The attached policies were reviewed by the Audit and Risk Committee at the special meeting on 11 September 2023 with the recommended changes detailed in the Audit and Risk Committee minutes presented at this meeting.

PROPOSAL

1. **Updated Policies** - Feedback provided by Audit and Risk Committee members has been considered by Council Administration. Revised policies have been attached for review and adoption by Council.
2. **Audit and Risk Committee Amendments** - Changes made further to recommendations from the Audit and Risk Committee meeting are highlighted in blue. The changes made prior to the Audit and Risk Committee review are highlighted in red. Additional Council Administration changes are highlighted in green.

LEGAL IMPLICATIONS

As detailed in Audit and Risk Committee report.

STRATEGIC PLAN

N/A

COUNCIL POLICY

[A900 Asset Management Policy](#)

[Asset Accounting Policy](#)

[P420 Procurement and Disposal of Land and Assets Policy](#)

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A



RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Policies will be published on Council's website once adopted by Council.

IMPLEMENTATION STRATEGY





Policies once adopted will be rolled out to relevant staff with supporting internal procedures if required.

CONCLUSION AND RECOMMENDATION

This report recommends the following Policies as attached be adopted:

- Asset Accounting Policy;
- P415 - Prudential Management Policy;
- Internal Controls Policy; and
- External Grant Funding Policy.

ATTACHMENTS

1. Draft P415 Prudential Management Policy [↓](#) 
2. Draft Asset Accounting Policy [↓](#) 
3. Draft Internal Controls Policy [↓](#) 
4. Draft Exetrnal Grant Funding Policy [↓](#) 



 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier for prudential management of its projects. This policy applies to all projects (as defined below) regardless of size.

2. PURPOSE:

This Policy is intended to provide further guidance to Council, the Community and Employees in regard to the management of prudential projects and issues. It is intended to enhance the legislative directions provided in the Act (Local Government Act 1999), rather than repeat or replace the existing requirements.

3. PROJECT DEFINITIONS:

Key Term – Acronym	Definition
Project	<ul style="list-style-type: none"> • "A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset" • may include a new or discrete undertaking or activity of a temporary nature that involves the expenditure of money, deployment of resources, incurring or assuming a liability or accepting an asset. • It will typically involve more than merely purchasing an asset or infrastructure; it does not need to entail expenditure as it may be based around the receipt of land or assets for free, or the granting of permission for a private activity on Council land. • A project has a defined beginning and end. Regular, ongoing deliveries of Council services are not "projects".
Prudential Project	<ul style="list-style-type: none"> • A project or commercial activity being undertaken by Council or a subsidiary of Council that requires prudential legislative requirements to be followed.
Engage in a Prudential Project	<ul style="list-style-type: none"> • When Council has agreed to commit funds to a project.

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Page 1 of 8



 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

Key Term – Acronym	Definition
Due Diligence	<ul style="list-style-type: none"> The conduct of a systematic review of a transaction, prior to entering the transaction. It has been defined in landmark legal cases as: <p><i>“a minimum standard of behaviour involving a system which provides against contravention of relevant regulatory procedures and adequate supervision ensuring the system is carried out” and “indistinguishable from the obligation to exercise reasonable care.”</i></p>
DDR	<ul style="list-style-type: none"> Due Diligence Report.
Prudential Management	<ul style="list-style-type: none"> Requires the financial risks or adverse financial consequences of a project to be considered, minimised or offset to ensure that the proposed benefits of the project are achieved.
Whole of Life Costs	<ul style="list-style-type: none"> The total cost of owning an asset over its entire life such as design and building costs, operating costs, associated financing costs, depreciation, and disposal costs. Whole-life cost also includes environmental impact and social costs.

A project may be defined as

“A new and discrete undertaking or activity that would involve the expenditure of money; deployment of resources; incurring or assuming a liability; or accepting an asset”

This should not be interpreted to mean that all Council activities are projects. Regular, ongoing deliveries of Council services are not ‘new and discrete’ activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business-as-usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land may constitute a ‘project’ if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council’s Procurement Policy. However, a ‘project’ may typically involve more than merely purchasing. It may involve Council Officers time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered as a minimum in the context of this Policy and Council’s Risk Management Framework Policy, its Procurement, and Disposal of Land and Assets Policy, and Comprehensive Holistic Assessment Tool (CHAT).

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Page 2 of 8



 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

4. ROLES AND RESPONSIBILITIES:

Responsible Officer	Roles & Responsibilities
Council	Ensure policies in place to assist staff with prudential management.
Audit and Risk Committee	<p>Review – The Committee shall provide advice on the management of any prudential reports prepared for Council and provide advice to Council. The Committee will also review the subsequent report produced after project completion.</p> <p>The role of the Audit and Risk Committee is to receive any prudential reports and provide advice to Council.</p>
Chief Executive Officer	Receive regular reports on prudential management.
General Managers	To ensure that relevant projects are assessed as to the level of due diligence that is required.
Project Managers	For each project determine what level of due diligence assessment is required.

5. POLICY STATEMENT:

This document sets out the policy of the City of Mount Gambier Council for prudential management of all its projects. This policy applies to all projects regardless of size.

6. POLICY OBJECTIVES:

This policy has ~~two~~ ~~three~~ ~~four~~ objectives.

- 6.1** To ensure that a Council project is undertaken only after an appropriate level of “due diligence” is applied to the proposed project; ~~and~~
- 6.2** To ensure that each Council project is managed during the project and evaluated after the project (i.e. a post implementation review) to assess achievements against identified public benefits or needs; and to minimise financial risks; ~~and~~
- 6.3** Gives consideration to Council's strategic plans; ~~and~~
- 6.4** Inform Council of any risks and opportunities the project may bring.

~~The objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.~~

7. LEGISLATION:

This Policy is made pursuant to section 48(aa1) of the Local Government Act 1999 (the Act) which provides:

“A Council must develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

- a) acts with due care diligence and foresight; and*
- b) identifies and manages risks associated with a project; and*
- c) makes informed decisions; and*
- d) is accountable for the use of Council and other public resources.*

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Page 3 of 8

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

As such, this Policy may apply to all Council projects, no matter how large or small, to ensure compliance with this provision and that decision-making in respect of projects is made with reliable, accurate and timely information.

8. DECIDING UPON AN APPROPRIATE LEVEL OF DUE DILIGENCE

Any proposed project must first be assessed as to the level of due diligence that is required.

The Council's record of delegations lists the powers that the Council has delegated to the Chief Executive Officer and/or other Council Officers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects.

Therefore, for a particular proposed project the decision-maker may be the Council, the Chief Executive Officer, or another Council Officer.

8.1 Appropriate Level of Due Diligence:

When approval is being sought or considered for a specific proposed project, information must be provided to the **authorised** decision-maker to indicate approximately, at first instance:

- **Whole of Life Revenue/Benefits** - The specific benefits, **revenue**, or needs to be addressed by the proposed project;
- **Past Experience** - The extent to which the proposed project may be substantially similar to other past projects;
- **Whole Of Life Costs** - The expected whole-of-life costs of the proposed project; and
- **Financial and Operational Risks** - That, if anything, is known about the levels of financial and operational risk that may be involved.

8.2 Two threshold questions Assessment of Due Diligence

The **authorised** decision-maker must make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

~~As a first step, The authorised decision-maker must ascertain whether:~~

- **Funding** - ~~Whether~~ Funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; ~~and~~
- **Financial Risk** - ~~Whether~~ The proposed project will (or might) generate any additional financial risk for the Council; ~~and~~
- **Whole of Life Costs** - The whole-of-life costs and the financial risks have been accounted for. If not, a due diligence report must be prepared

~~Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.~~

8.3 Due Diligence Report

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Page 4 of 8

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

Sections 48(1)(a) and (b) of the Local Government Act 1999 ("the Act") requires a full prudential report be prepared for Council for large projects excluding road works and drainage as specified in the legislation:

- **Five Year Expenditure** - Where the expected expenditure of the Council over the ensuing five years is likely to exceed 20% of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements; or
- **Expected Capital Cost** - Where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000 (indexed based on Adelaide CPI September 2009 divided by the September Adelaide CPI directly preceding the date of the project).

A full prudential report may also be commissioned under Section 48 for any other project for which the Council considers that it is necessary or appropriate.

A prudential report prepared under Section 48 of the Act will be regarded as the highest level due diligence report for the purposes of this Policy.

Depending upon the context of due diligence required by the authorised decision-maker (General Manager or Project Sponsor), a due diligence report of greater or lesser detail will be prepared. This due diligence report will include, in relation to the proposed project:

- **Need/Demand** - An analysis of the need or demand;
- **Benefits** - Identification and quantification of the expected financial and other benefit;
- **Whole Of Life Costs** - Identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- **Financial Risks** - Assessment of the associated financial risks (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated; and
- **Evaluation** - An evaluation that weighs up all the factors above.

~~To resolve any doubt, the decision-maker must request preparation of a **due diligence report** (DDR). See section 6 below.~~

~~For large commercial or non-commercial projects, section 48(1) of the Act requires that a full prudential report be prepared for Council. A report under section 48 will be regarded as the highest-level, most thorough type of DDR for the purposes of this Policy.~~

~~A full prudential report may also be commissioned under section 48, for 'any other project for which the Council considers that it is necessary or appropriate'.~~

~~If a full prudential report is not sought, the Council will record its reason(s) for not obtaining such a report. This might be satisfied by noting (if appropriate) that the proposed project has been assessed under 5.1 of this policy, or under a DDR as being of low or negligible financial risk.~~

8.4 Author Independence:

- Section 48 (4) states that the prudential issues report must be prepared by a qualified person who is independent and does not have an interest in the proposed project. In addition to the legislated requirements this person should also be external to Council (i.e. not an employee).
- It should also be noted that Council's external auditor cannot be engaged to provide a Section 48 Prudential Issues report.

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Page 5 of 8

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

9. ~~DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED~~

~~Depending upon the extent of due diligence required by the decision-maker, a DDR of greater or lesser detail will be prepared. This DDR may include, in relation to the proposed project:~~

- ~~• An analysis of the need or demand~~
- ~~• Identification and quantification of the expected financial and other benefits~~
- ~~• Identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs~~
- ~~• Assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated~~
- ~~• An evaluation that weighs up all of the factors above.~~

~~For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single Council Officer. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.~~

~~For example, the decision-maker may request a DDR from a working party of Council Officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning, etc.~~

10. **DUE DILIGENCE DURING A PROJECT:**

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

- **Benefits/Needs** - The project remains focussed upon the expected outcomes and public benefits or needs that have been identified in the DDR; and
- **Financial Risks** - identified in the DDR are managed appropriately.

11. **DUE DILIGENCE AFTER A PROJECT:**

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project has:

- Achieved the expected outcomes and public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- Avoided or mitigated the financial risks identified in the DDR.

The subsequent report will be provided to Council's Audit and Risk Committee and Council.

12. **TRAINING/EDUCATION:**

Training will be provided to key members of staff, the Executive Leadership Team and Elected Members as required.

13. **REVIEW OF POLICY & EVALUATION:**

~~This Policy will be reviewed at least once during each term of Council and may be revised or reviewed at any time (but not so as to affect any project that has already commenced).~~

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Page 6 of 8

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

This Policy will be reviewed in four years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the General Manager Corporate and Regulatory Services.

14. FURTHER INFORMATION AVAILABILITY OF POLICY:

This Policy will be available for inspection at the Council office listed below and is available for download from Council's website www.mountgambier.sa.gov.au

Civic Centre

10 Watson Terrace
Mount Gambier SA 5290

Monday to Friday 8:30am – 5:00~~15~~pm
Telephone (General Enquiries) (+61) 08 8721 2555

Postal Address

PO Box 56
Mount Gambier SA 5290

A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.

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Page 7 of 8



 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

File Reference:	AF11/1740 AF18/48
Applicable Legislation:	Local Government Act 1999 (s48)
Reference:	Community Plan 2016-2020 Strategic Plan 2020-2024
Related Policies:	F225 Fraud and Corruption Prevention R305 Risk Management Framework Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy
Related Procedures:	
Related Documents:	LGA Prudential Management Information Paper 27

15. DOCUMENT DETAILS

Responsibility:	Manager Governance and Property General Manager Corporate and Regulatory Services
Version:	2.0-3.0
Last revised date:	
Effective date:	
Minute reference:	
Next review date:	
<u>Document History</u>	
First Adopted By Council:	25 November 2014
Reviewed/Amended:	15 January 2019,

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 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

1. INTRODUCTION:

The purpose of this policy is to ensure that all Council owned assets are valued and depreciated in accordance with relevant Australian Accounting Standards ("the Standards") pursuant to Local Government Act 1999 under section 303(4).

2. PURPOSE:

The purpose of this policy is to provide clear direction to management, staff and Council in relation to the Asset Accounting function.

Council will only acquire assets after due consideration of the service needs of the community and the operating needs of the Council. Service levels will be determined in consultation with the community and in line with the Council's 'duty of care' to the community.

3. SCOPE:

The scope of this policy is to ensure:

- **Asset Life** - That Council makes a distinction between costs incurred on long-lived assets and costs incurred on goods and services for immediate consumption;
- **Depreciation** - All depreciation estimates are prepared and maintained in accordance with the Standards and reviewed annually; and
- **Revaluations** - Are performed at a sufficient frequency to ensure that the carrying amount does not differ materially from the fair value at the reporting date.

This Policy is applicable to all Council owned assets.

The scope of this policy includes 'right-of-use assets' as defined in AASB 16 Leases.

The scope of this policy excludes library books have been treated as an operating expense from the 2022/23 financial year.


4. DEFINITIONS:

Key Term - Acronym	Definition
Amortisation	The systematic allocation of the depreciable amount of an asset over its useful life (e.g. for an asset valued at \$500,000 with a 5 year useful life the annual amount amortised would be \$100,000 per annum).
Asset	A resource with economic value that is owned or controlled by an entity with the expectation that it will provide a future benefit.
Asset Class	A group of assets having a similar nature or function in the operations and for purpose
Asset Consumption Ratio	Value of infrastructure assets/gross current replacement cost of infrastructure assets.

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Page 1 of 11



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Key Term - Acronym	Definition
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
Asset Renewal Funding Ratio	Capital expenditure on renewal or replacement of existing assets as a percentage of asset management plans allocation. Capital expenditure on renewal or replacement of existing assets / Asset Management Plan.
Asset Register	A register for reliably recording inventory type details of an asset and may incorporate other information such as condition, valuation and location.
Carrying Amount	The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.
Componetisaton	The process of breaking down physical or non-physical asset into its individual components or parts for the purposes of accounting, valuation, and management.
Cost	The amount of cash or cash equivalents paid, or the fair value to acquire an asset at the time of its acquisition or construction.
Cost Model	After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.
Depreciation	The monetary value of an asset decreases over time (useful life) due to use, wear and tear or obsolescence. This decrease is measured as depreciation. Depreciation is the measure of 'using up' or consumption of the asset, in providing that asset to the community and is measured on an annual basis.
Depreciable Amount	The cost of an asset or any other amount substituted for cost, less its residual value.
Fair Value	Is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.
Gifted Assets	Is an asset constructed or purchased by a party other than a Council (typically a developer) and transferred to Council to maintain.
Impairment Loss	Is the amount by which the carrying amount of an asset exceeds its recoverable amount.

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Page 2 of 11



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024


Key Term - Acronym	Definition
Intangible Assets	Are identified as non-monetary assets without physical substance. Some examples of intangible assets include; licences, intellectual property and computer software.
Maintenance	Regular ongoing day-to-day work necessary to keep assets operating, and does not extend the asset's useful life e.g. road patching. This is an operating expense as this does not increase the value of the asset.
Materiality	Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or elected representatives of the Council.
New Asset	Is the creation of a new asset to meet additional service level requirements, e.g. a new building.
Non-current assets	Are assets that have an estimated life of greater than one year. They also include some financial assets that are not expected to be recovered within a year of the reporting date.
Operations	Regular activities of the council e.g. street sweeping, grass mowing, street lighting.
Right Of Use Asset	A right of use asset, or ROU, is a lessee's right to use an asset over the course of a lease.
Renewal or replacement	Of an asset is where a previously existing asset is replaced, or its service life extended, without enhancement of the service capability except where this is incidental and unavoidable. e.g. gravel re-sheeting, reseal, etc.
Residual value	Of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal at the end of its useful life.
Revaluation Model	After initial recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.
Upgrade	Is the enhancement of an existing asset to provide a higher level of service, e.g. sealing an unsealed road.

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Page 3 of 11



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Key Term - Acronym	Definition
Useful life	Is defined as the period over which an asset is expected to be available for use by the entity.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset accounting policy. The Council is also responsible for ensuring that organisational resources are appropriately funded to guarantee adherence with this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for resourcing the implementation of the asset accounting policy and supporting procedures.

5.3 General Managers, Asset Managers, Manager Financial Services:

General Managers, Asset Managers and the Manager, Financial Services are responsible for the application of the asset accounting policy and supporting procedures.

5.4 Employees:


Employees are responsible for adhering to the policy.

6. POLICY STATEMENTS:

6.1 This Policy applies the provisions of the Local Government Act 1999 (the Act) Section 124 (Accounting Records to be Kept) regarding Council's Fixed Assets and how financial information pertaining to Fixed Asset transactions and reconciliations are undertaken across all Council operations.

6.2 This Policy underpins how Council treats various categories of transactions recorded on its fixed asset register and fixed asset transactions, culminating in their publication in the annual financial statements required under Section 127 (Financial Statements) of the Act.



 <p>City of Mount Gambier</p>	<p>COUNCIL POLICY ASSET ACCOUNTING POLICY</p>	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

7. POLICY PRINCIPLES

7.1 Valuation:

Valuation of Assets:

Fair Value - The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

Fair Value Hierarchy - AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

- **Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
- **Level 2:** Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- **Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

7.2 Depreciation:

Recognition of Depreciation Expense:

- **Commencement** - Depreciation expense commences from the time the asset is first put into use or held ready for use. Work-in-progress will not be depreciated until the asset is first put into use or held available for use.
- **Cessation** - Depreciation of an asset ceases when the asset is fully depreciated, or if the asset is determined to be held for sale. Depreciation does not cease when the asset becomes idle or is retired from active use unless the asset is fully depreciated.
- **Calculation** - In calculating depreciation on assets, each component of the asset which has a cost that is significant in relation to the total cost of the asset and has a materially different useful life, is to be depreciated separately.
- **Leasehold Improvements** - Where improvements are made to a leasehold property, these improvements will be allocated progressively over the unexpired portion of the lease or the useful lives of the improvements, whichever is the shorter. The unexpired period of the lease should include any options to extend the lease term when the exercise of the option is reasonably certain.
- **Non-Recognition Of Depreciation** - Council does not recognise depreciation on the following:
 - Inventories, as they are current assets;
 - Non-current assets whilst classified as held for sale;
 - Land, works of art, rare books, manuscripts, unique historical and cultural objects where their service potential is not expected to diminish with time or use.

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY		Version No:	4.0
			Issued:	September 2023
			Next Review:	September 2024

7.3 Impairment:

- An asset is impaired if the amount at which it is recognised in the Council's financial records is greater than its fair value. Council will ensure that the amount at which an asset is capitalised does not exceed its fair value. This will be reviewed on an annual basis and all impairment losses are to be shown in the operating statement as expenditure.

7.4 Depreciation Methodology:


- Asset Lives** - All assets with a useful life of more than one year (with the exception of the asset classes shown in the Non-Recognition Of Depreciation section above), including intangible assets are depreciated over the useful life of the asset in accordance with Accounting Standards.

Asset Useful Lives	
Asset-Class	(Years)
<i>Infrastructure:</i>	
Sealed Roads	12-150
Unsealed Roads	40-75
Paving and Footpaths, Kerb & Gutter	10-70
Carparks	20-60
Stormwater Drainage	50-70
Buildings & Other Structures	10 to 100
Waste Management – Landfill Assets	Capacity in use
Open Space and Heritage Place	10 to 100
Plant & Equipment and IT	3 to 25
Artworks & Historical Collections	Indefinite
Other	10 to 15
Right of Use Assets	Life of the lease

Asset Useful Lives	
Asset Class	(Years)
<i>Infrastructure:</i>	
Sealed Roads - Surface	15 - 40
Sealed Roads - Road Pavement	40 - 80
Sealed Roads - Road Subbase	120 - 240
Unsealed Roads	12 - 75
Paving and Footpaths	10-40
Kerb & Gutter	60 - 80
Carparks	15 - 240
Public Lighting	20
Stormwater Drainage	50 - 70

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Page 6 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Buildings & Other Structures:	
Buildings	15 - 100
Park Structures	20 - 30
Playground Equipment	20 - 30
Benches, seats, etc	10 - 30
Waste Management – Landfill Assets	Capacity in use
Recreation and Open Space	10 - 100
Plant & Equipment and IT	3 - 30
Artworks & Historical Collections	Indefinite
Other	10 - 15
Right of Use Assets	Life of the lease

- **Depreciation** - Are calculated on a "straight line basis" i.e. the depreciable amount divided by the useful life of the asset.
- **Asset Additions** - Any expenditure that increases the value of the asset, are depreciated over the remaining useful life of the asset to which it relates.
- **Useful Life** - The useful life of an asset will be reviewed **as required at least at the end of each annual reporting period.**

7.5 Revaluations

Revaluation Methodology:

- **Asset Valuation** - Council treat the valuation of assets in two ways:
 - Firstly, where an asset is carried at cost and has some useful life after it has been fully depreciated, revaluation of the asset will not occur.
 - Secondly, assets that are carried at fair value will be revalued to ensure assets are not fully depreciated before the end of their useful life.
- **Current Replacement Costs** - Are calculated using Council's own current contract unit rates, industry benchmarks and information supplied by other Councils where available. These costs are independently assessed by an appropriately qualified professional.
- **Condition Audits** - Are undertaken to determine the consumption of the asset and hence its fair value in respect to the replacement cost.

Frequency of Revaluation:

- **Fair Value Assets** - All assets carried at fair value are reviewed annually. To achieve this Council review replacement costs and apply incremental adjustments where material and appropriate for each asset class.
- **Condition Audits** - Are performed as per the asset management plans or where there is a material movement between the carrying value and fair value of the assets.

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Page 7 of 11



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

- **Frequency Of Revaluation** - Frequency of revaluation for each asset class is shown in the table below:

Asset Category	Valuer	Frequency
Artworks and Historical Collections	External	Every 4 years
Land	Valuer General	Every 2 4 years
Buildings & Structures	External	Every 4 years
Infrastructure	External	Every 4 years
Recreation and Open Space	Internal and External	Every 4 years
Storm Water Drainage	External	Every 4 years
Caroline Landfill Waste Costs	Internal	Annually

It should be noted that revaluations may occur more frequently as required to incorporate changes to unit rates to ensure that the financial impact of valuations is minimised.

Revaluations and Accumulated Depreciation:

- **Accumulated Depreciation** - Following a revaluation the accumulated depreciation is restated proportionately to the gross carrying amount of the asset, so that the carrying amount of the asset after revaluation equals its revalued amount. This is a requirement to achieve a comparative in the calculation of the asset consumption ratio.
- **Assets Not Subject To Revaluation** - Plant and equipment, **Public Lighting, and IT and Office Equipment** are recognised at actual cost less accumulated depreciation and any accumulated impairment.

7.6 Capitalisation:

Recognition and Thresholds:

- An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost.
- AASB 116 states:

'The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:

(a) it is probable that future economic benefits associated with the item will flow to the entity;


and

(b) the cost of the item can be measured reliably.'
- Council transfer assets to the asset register only when complete.
- Council recognises the capital cost of an asset comprises of:
 - **Purchase Price** - Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;

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Page 8 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024


- **Directly Attributable Costs** - Any costs directly attributable to bringing the asset to the location and condition necessary (for example costs of site preparation, installation and assembly) for it to be capable of operating in the manner intended by Council;
- **Employee Benefits** - Costs of employee benefits arising directly from the construction or acquisition of the item of property, plant equipment e.g. project management costs;
- **Testing** - Costs of testing whether the asset is functioning properly, after deducting net proceeds from selling any items needed to bring the asset to that location and/or condition;
- **Demolition/Removal** - Costs associated with the dismantling and/or removal of the asset and restoration or rehabilitation of the site on which it was located; and
- **Gifted Assets** - AASB 116 provides for a specific example relating to Local Government entities where an asset may be gifted to Council at no or nominal measurable cost. When this occurs, Council's administration is obliged to recognise the asset at fair value.
- **Borrowing Costs** - In relation to qualifying assets (net of offsetting investment revenue i.e. interest) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in the annual financial statements and the amount (if any) of interest revenue offset against borrowing costs.
- Council will classify all capital expenditure into the following categories:
 - New / Upgrade; and
 - Renewal.
- **Threshold** - The following principles will apply:
 - **Materiality** - A capitalisation recognition threshold is applied to each asset type using the concept of materiality. Costs below these thresholds are accordingly treated as an operating expense.
 - **Aggregation** - Where a number of the same assets for the same purpose are purchased at the same time and the cumulative value is greater than the threshold, the cumulative value can be capitalised.
 - **Excluded Classes** - No capitalisation threshold will be applied to the acquisition of land, interest in land, works of art, rare books, manuscripts, unique historical and cultural objects or the Riddoch art collection.

Asset Class:	Capital Threshold
<i>Infrastructure:</i>	
Road construction and reconstruction	\$5,000
Paving & Footpaths, Kerb & Gutter	\$5,000
Carparks	\$5,000
Stormwater Drainage	\$5,000
Buildings & Structures	\$5,000

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Page 9 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Waste Management - Landfill Assets	\$5,000
Park & Playground Furniture & Equipment	\$1,000 -\$5,000
Open Space and Heritage Place	\$5,000
Other (including IT)	\$1,000 -\$5,000
Plant & Equipment	\$5,000
Right of Use Asset	\$5,000

7.7 Disposal Of Assets:

- **Gain Or Loss** - The difference between any net proceeds from disposal (after deducting selling costs) and the remaining carrying value of an asset will be treated as either a gain or loss in the year the asset is retired or disposed of.
- **Renewal** - Where existing assets are renewed the value of the component of the asset that has been renewed is to be disposed and a new asset created. If the part of the asset disposed of has been retained, its value needs to be recognised in the new asset or separated into a new asset component if its useful life differs materially to the new asset.
- **Further Guidance** - Further guidance and controls over the disposal of assets is provided under Council Policy 'P420 Procurement and Disposal of Land and Assets Policy'.

8. TRAINING / EDUCATION

Relevant staff will be adequately trained and qualified to implement and comply with this policy.

9. REVIEW

This Policy will be reviewed annually; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the ~~Manager, Financial Services~~ General Manager Corporate and Regulatory Services.

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Page 10 of 11



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

10. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/48
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Reference: Strategic Plan – Beyond 2015	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy
Related Procedures:	

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Page 11 of 11



 <p>City of Mount Gambier</p>	<p>DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY</p>	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

1. INTRODUCTION:

- **Effective Risk Management** - Internal control is a key factor in ensuring that the Council is effectively and efficiently managed and that its resources are not misused or misappropriated. These controls are integral to the effective risk management of Council activities and to ensure there are appropriate policies and procedures that promote the achievement of Council's goals and objectives.
- **Internal Control System** - Internal control is not limited to financial matters. An effective internal control environment will provide the means by which Council can successfully address and mitigate many risks. The internal control system should be designed to consider the financial, information, technological, human resource, political and legislative activities of Council.
- **Residual Risk** - In establishing and assessing internal control practices it is necessary to recognise that a certain level of risk will continue to exist. The purpose of internal control is to provide assurance that the internal risks faced by Council are minimised or contained to acceptable levels.


2. PURPOSE:

- **Legislation** - Consistent with the objectives and requirements of the Local Government Act 1999 and Local Government (Financial Management) Regulations 2011, Council has a responsibility to ensure that its activities are conducted in an efficient and risk effective manner that is compliant with its policies and procedures.
- **Framework** - This Policy describes the purpose and major factors to be considered in the development of an effective internal control framework. It provides a framework to assist in the development of policies, practices and procedures to collectively ensure that the financial and non-financial activities of Council are conducted in a proper manner.
- The purpose of internal control and this policy is to provide assurance that:
 - **Internal Risks** - The internal risks faced by Council are contained to acceptable levels;
 - **Management** - Council is effectively managed;
 - **Council Resources** - Council's resources are not misused or misappropriated;
 - **Policies and Procedures** - Council is managed efficiently and effectively, with appropriate policies and administrative procedures that promote the achievement of its goals and objectives; and
 - **Risk Management** - Effective risk management is integrated into Council operations.

3. SCOPE:

This Policy is applicable to all Council Staff.



	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

4. DEFINITIONS:

Key Term - Acronym	Definition
Internal Control	Can be broadly defined as a process supported by the Organisation's policies, procedures and practices which collectively provide a reasonable assurance the achievement of objectives in the following categories: <ul style="list-style-type: none"> • Effectiveness and efficiency of operations; • Reliability and accuracy of financial data; and • Compliance with policies, procedures, legislation and regulations.
Internal Control Framework	Refers to policies, practices and procedures of Council which are designed to provide assurance that the activities and functions of council are carried out in an effective and efficient manner, with records being maintained accurately and the assets of council being protected and secured.
Management	Includes the General Managers, Managers and Co-ordinators.
Employee	Includes persons employed by the Council, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to the Council's resources.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for the Internal Controls Policy of Council and for the adoption of this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for the development and implementation of the Internal Control Framework to ensure that the objectives of Council are achieved in an effective and efficient manner.

5.3 Management (as defined above):


Management are responsible for the development of adequate internal controls and their implementation, evaluation and revision on an ongoing basis in respect to all of the functions of Council under their control to ensure as far as practicable that:

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Page 2 of 7



 <p>City of Mount Gambier</p>	<p>DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY</p>		Version No:	2.0
			Issued:	September 2023
			Next Review:	September 2027

- **Reports** - Financial records and other relevant information databases completely and accurately reflect the actual operational activities and the timely preparation of reports;
- **Assets** - Are safeguarded from unauthorised use or disposal;
- **Irregularities** - Are prevented, or detected and corrected if they occur;
- **Legislative Compliance** – Is maintained; and
- **Risk Approach** - Management when developing the framework is encouraged to adopt a risk management approach when identifying and assessing Councils risks and applying a cost/benefit analysis in the development of internal controls.

5.4 Employees:

Employees are responsible for:

The day to day management of the Internal Control Framework in their respective work areas.

- **Duties** - Conducting their duties in accordance with Council policies, operating guidelines and practices of Council.
- **Reporting** – Reporting to management instances where they consider that internal control procedures are inadequate or are not being met.
- **Best Practice** - Promoting a best practice approach in support of effective business practices and properly functioning controls.
- **Assessments and Reviews** - Conducting assessments and reviews of internal controls and entering the results of these into relevant internal control framework databases.

5.5 Audit and Risk Committee:

- The Audit and Risk Committee is responsible for the monitoring and review of the effectiveness of Council's internal controls and risk management systems.
- Where appropriate the Committee may recommend and provide feedback on the statements to be included in the annual report concerning internal controls and risk management.
- In addition, if required, the Audit and Risk Committee should also raise concerns with [Council Management](#) staff and Council.

5.6 External Auditor:

The external auditor must give an audit opinion on the audited financial statements of Council. The financial statement must also comply with accounting standards and principles along with information as prescribed in the Local Government (Financial Management) Regulations 2011.


Section 129 of the Local Government Act 1999 and regulation 19(3) of the Local Government (Financial Management) Regulations 2011 provide that the auditor in addition to the above must examine the internal controls exercised by the Council. These controls are in relation to the following:

- **Money** - Receipt, expenditure and investment of money;
- **Property** - The acquisition and disposal of property; and
- **Liabilities** - The incurring of liabilities'.

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Page 3 of 7



 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

The external auditor ~~and~~ will provide an audit opinion as to whether the controls are sufficient to provide reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with law.

6. INTERNAL CONTROL ENVIRONMENT:

- 6.1 Strategies to maintain sound internal controls are based on risk analysis of the internal operations of Council, with a focus on the key elements of:
- **Organisation Environment** - The structure and broad policies adopted to manage the organisation and assist employees to carry out their roles and functions.
 - **Information System** - The methods and procedures used to collect collate and distribute financial and non-financial information.
 - **Processing System** - The mechanisms in place to ensure that transactions are captured checked and verified. The use of technology with automated controls and strengthens the internal control environment.
- 6.2 **Approach** - An internal control framework should be based on a pro-active risk management approach that includes regular review and identification of the risks that exist within the Council operations. Council will maintain an effective Risk Management Framework with internal controls included as an integral part of that framework. An appropriate internal control measure is applied to each key activity in order to reduce the inherent risk of that activity to an acceptable level.
- 6.3 **Risks** - Risks should be identified and assessed, and then an appropriate internal control framework developed and implemented to reduce the potential impact of those risks. This should include an analysis to assess whether the cost of a new or modified control is likely to provide a net positive benefit.
- 6.4 **Risk Assessment** - In establishing and assessing internal control practices, it is necessary to recognise that in practical terms a certain level of risk will always exist within organisations.
- 6.5 Controls can be allocated to three categories:
- **Preventative** - Processes put in place to avoid undesirable events from occurring.
 - **Detective** - Processes put in place to detect and subsequently correct undesirable events that have already occurred.
 - **Directive** - Processes put in place to encourage a desirable event to occur.

7. POLICY PRINCIPLES

The Principles guiding a strong Internal Controls environment include:


- **Existence** - Assets and liabilities of the entity exist at a given date;
- **Valuation** - Assets or liabilities are recorded at the appropriate carrying value;
- **Occurrence** - Recorded transactions or other events occurred during the relevant period;
- **Authorisation** - Control is established at source and only properly authorised transactions are processed;
- **Segregation of duties** - Responsibility for executing a transaction, recording the transaction and maintaining custody of the assets and/or liabilities resulting from a transaction should be assigned to different individuals or departments;
- **Completeness** - There are no unrecorded assets, liabilities, transactions or other events or undisclosed items;

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Page 4 of 7



 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY		Version No:	2.0
			Issued:	September 2023
			Next Review:	September 2027

- **Measurement / Recording** - A transaction or event is recorded at the proper amount and revenue or expense is allocated to the proper period (facilitated by the use of IT data integrity); and
- **Disclosure** - Particular components of the financial report are properly disclosed, classified and described.

8. INTERNAL CONTROLS ASSESSMENT:

- 8.1 **Internal Financial Controls Self-Assessment** - A full review will be undertaken every 2 years.
- 8.2 **Interim/Ad Hoc Review** - A review will be undertaken when a specific event such as the creation or cessation of a service is undertaken with a report to be taken to Council's Executive and the Audit and Risk Committee.

9. TRAINING / EDUCATION:

- 9.1 It is the responsibility of Council Administration to provide adequate training and support for staff.
- 9.2 Training will be provided to staff as part of the induction process and be refreshed as part of the two yearly review process.


10. REPORTING:

- 10.1 ~~Governance and Property Department~~ **Financial Services Department** - The Manager ~~Governance and Property Financial Services~~ will present a report outlining the results of the review to the Executive Leadership Team and Audit and Risk Committee. The Manager will also monitor progress of action plans and regularly report to the Executive Leadership Team and the Audit and Risk Committee.
- 10.2 **Audit and Risk Committee** - The Audit and Risk Committee will receive progress reporting of actions taken by the Administration in relation to required control improvements. The Audit and Risk Committee will monitor the scope of the assessment and the recommended improvements to ensure best practice, accountability and efficient, effective and compliant systems

11. REVIEW:

This Policy will be reviewed **annually in four years**; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the General Manager, Corporate and Regulatory Services.

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

12. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/53
Applicable Legislation:	Local Government Act 1999 Sections 125, 126, -and 129, and 130. Local Government (Financial Management) Regulations 2011 Regulations 4, 10A, and 19 (3)
Reference: Strategic Plan – 2020-2024	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy Risk Management Policy
Related Procedures:	Better Practice Model - Financial Internal Control for South Australian Councils (SALGFMG)

DOCUMENT DETAILS


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Page 6 of 7



 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY		Version No:	2.0
			Issued:	September 2023
			Next Review:	September 2027



 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY		
	Version No:	1.0	
	Issued:	September 2023	
	Next Review:	September 2027	

1. INTRODUCTION:

There is a diverse range and level of funding that Council can apply for in relation to its own activities or any regional activities that Council is involved with. This policy outlines the factors that must be considered prior to applying for External Grant Funding.

2. PURPOSE:

- 2.1 **Secure Grant Funding** - Council recognises that opportunities to secure grants for specific projects or purposes arise periodically.
- 2.2 **Purpose** - The purpose of the External Grants Policy (the "Policy") is to enable Council to pursue such opportunities and provide efficient service delivery by:
 - **Framework** - Establishing an effective, sustainable and risk-focused framework for managing, monitoring and evaluating grants provided by external organisations; and
 - **Strategic Alignment** - Determining a consistent and objective analysis aligned to Corporate Strategy prior to application for external grant funding.

3. SCOPE:

- 3.1 This policy applies to all grants that require applications to be made [that are not contemplated in Council's adopted budget or where there is a requirement to have a Council resolution](#). The policy applies to all Council staff as follows:
 - **Partners** - Where Council is one of a number of partners in a joint external funding application;
 - **On Behalf Of Others** - Where Council auspices an external grant on behalf of another organisation;
 - **Grant Renewal** - Where an application is being made for renewal of a currently held grant;
 - **Variations** - Where funding provided approves a grant application with variations to the original proposal.

4. DEFINITIONS:

Key Term - Acronym	Definition
Arrangement	Means the agreement that governs the award of funds upon successful application. This includes arrangements of both unconditional 'once-off' payments and arrangements which prescribe specific terms, conditions, and/or obligations in order to secure the funds.
Budgeted amount	Means the amount allocated for a particular project by a Council adopted budget.

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

Key Term - Acronym	Definition
External Grant	Any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies on the condition that the assistance is used for a specified purpose.
Funding Agreement	<p>A legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required.</p> <p>The forms of enforceable funding agreements include:</p> <ul style="list-style-type: none"> • Deed; • Contract; and/or • Exchange of letters.
Management	Includes the General Managers, Managers and Co-ordinators.
Short Lead Time	The deadline by which the application is to be submitted is such that Council approval at an upcoming meeting is not viable; or to achieve Council approval prior to submission of an application would result in a failure to meet the application deadline.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for the External Grant Funding Policy of Council and for the adoption of this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for the development and implementation of the External Grant Funding Policy to ensure that the objectives of Council are achieved in an effective and efficient manner.

5.3 Management (as defined above):

Management is responsible for the provision of background information and recommendations in relation to applications in their areas of work.

5.4 Relevant Staff:

- **Grant Register Administration** - It is the responsibility of the respective Finance Officer to ensure that data is maintained on a consistent basis and is complete.

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Page 2 of 6



 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY			Version No:	1.0
				Issued:	September 2023
				Next Review:	September 2027

- **Grant Register Data Provision** - It is the responsibility of the staff member with responsibility for the grant application/management to ensure that all relevant information is provided for inclusion in the register.

6. POLICY CONTENT:

- 6.1 **Grant Terms Compliance** - Before applying for a grant, it is important to ensure that Council is able to comply with the terms of the grant.
- 6.2 **Type Of Grant Funds** - There are a number of grant funds that generally have one or more of the following attributes:
 - **Restricted** - Grant funds to be used for specific programs or purposes;
 - **Unrestricted** - Grant Funds may be used for any operating purpose;
 - **Refundable** - Grant Funds to be returned if terms of the grant are not met' and
 - **Non-Refundable** - Grant Funds are retained regardless of outcome.
- 6.3 **Authorisation/Approval:**
 - **Formal Council Resolution** - Is required in the following circumstances:
 - **Above \$50k** - prior to grant funding being applied for where Council's contribution is more than \$50,000.00 that are not included in the Annual Budget.
 - **Grant Term Compliance** - Where there is a requirement to have a Council resolution in support of the grant application.
 - **Council Approval Not Required** - For the avoidance of doubt, Council approval will not be sought for an application that does not impact Council's budget, and any additional costs or resourcing is provided for by the funding amount.
 - **Short Lead Time** - It is recognised that at times there is a short lead time for external grant applications that does not allow sufficient time for the proper authorisations. Should this occur, the Chief Executive Officer will authorise the application, if the funding application is successful, a report must be provided to Council before the funding agreement is signed.
 - Grants must not be applied for unless approval is obtained from one of the following:
 - **Staff With Appropriate Delegations** - Employees delegated to commit expenditure that has been allocated in an existing budget line; or
 - **Council** - Supported by a Council resolution.
- 6.4 **Assessment Process:**
 - **Considerations** - Before applying for a grant, an assessment should be carried out on the likely impact of the grant on Council. Questions to consider include:
 - **Strategic Alignment** - Does the grant align with Council's Strategic Management Plan?
 - **Partnerships** - What are the links and/or partnerships it will provide?
 - **Impact** - What impacts will it have on Council business?

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Page 3 of 6



 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY		
	Version No:	1.0	
	Issued:	September 2023	
	Next Review:	September 2027	

- **Capacity/Capability** - Does Council have the capacity and expertise to carry out the task for which they are receiving the grant?
 - **Governance/Compliance** - Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
 - **Risks** - What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
 - **Whole of Life** - Whole of Life cost impacts if relevant (in particular maintenance and renewal in the case of assets).
 - **Council Contribution** - Councils required contribution (both cash and in-kind)
- 6.5 **Conflict of Interest** - Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.
- 6.6 **Grant Revenue Recognition** - Is aligned with *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Non-for-Profit Entities*:
- **Tied Grants** - i.e. the performance obligation(s) arising from the transaction are 'sufficiently specific' and 'enforceable' which means a specific project with agreed outcomes with grant money that would need to be paid back if performance obligations are not met. In terms of recognition this means:
 - **Grants received in advance** - Revenue is not recognised in the income statement and a liability is recognised until performance obligations are met; or
 - **Grants received in arrears** - Revenue is recognised when the performance obligations are met.
 - **Untied Grants** - For grants where there is no specific performance obligation the revenue is recognised upon receipt of funds.

7. TRAINING / EDUCATION:

- 7.1 It is the responsibility of Council Administration to provide adequate training and support for staff.
- 7.2 Training will be provided to relevant staff as part of the induction process and be refreshed as and when required.

8. REPORTING:

- 8.1 **Executive Leadership Team (ELT Reporting)** - An information report will be provided to ELT that summarises the following
 - **Application Outcome** - Where external Grant Funding applications are successful or unsuccessful;
 - **Scope Change** - Where the scope of a funded project is significantly changed to the extent that was originally agreed; and
 - **Project Completion** - Where external Grant Funding expenditure is completed.

9. RISK MANAGEMENT:

This policy incorporates principles of risk management while application of the policy will occur consistent with the council Risk Management Framework.

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Page 4 of 6

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY		Version No:	1.0
			Issued:	September 2023
			Next Review:	September 2027

10. REVIEW:

- This Policy will be reviewed in four years; or
- The frequency dictated in legislation; or
 - Earlier in the event of changes to legislation or related policies and procedures; or
 - If deemed necessary by the General Manager, Corporate and Regulatory Services.

11. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/53
Applicable Legislation:	Local Government Act 1999: Section 133 states that Council may obtain funds as permitted by or under this or another Act as may otherwise be appropriate in order to carry out its functions under this or another Act i.e. by obtaining grants and other allocations of money.
Reference: Strategic Plan – 2020-2024	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy Risk Management Policy
Related Procedures:	To be developed further to the adoption of this policy.

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	
Last revised date:	
Effective date:	

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Page 5 of 6



 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY		Version No:	1.0
			Issued:	September 2023
			Next Review:	September 2027

Minute reference:	
Next review date:	
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	

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19.16 NOTICE OF RESCISSION - INSTALLATION OF A DISABLED PERMIT PARKING ONLY ZONE - PERCY STREET, MOUNT GAMBIER – REPORT NO. AR23/63887

Committee:	Council
Meeting Date:	19 September 2023
Report No.:	AR23/63887
CM9 Reference:	AF22/378
Author:	Barbara Cernovskis, General Manager City Infrastructure
Authoriser:	Sarah Philpott, Chief Executive Officer
Summary:	This report seeks endorsement to rescind Councils resolution dated 21 March 2023 to install a Disabled Permit Parking Only zone on Percy Street, and note implementation of Seniors Only signage as a viable alternate carpark solution.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Council Report No. AR23/63887 titled 'Notice of Rescission - Installation of a Disabled Permit Parking Only Zone - Percy Street, Mount Gambier' as presented on 19 September 2023 be noted.
2. The below resolution 2023/61 titled Installation of a Disabled Permit Parking Only Zone on Percy Street, Mount Gambier that was passed on 21 March 2023 be rescinded:
 - "1. That Council endorse the Traffic Impact Statement and proposed area shown on the aerial map as attached to Report No. AR23/14450.
 2. That Council, in accordance with the power delegated by the Minister under Section 17(1) and (2) of the Road Traffic Act (Instrument of Delegation dated 22 August 2013), resolves the following:

Prohibited Area Disabled Permit Parking Only
Ref No. 2.3.106

PERCY STREET (SOUTHERN HALF) - from 10 metres to 18 metres east of the intersection with Penola Road

To apply at all times."
3. That Council note installation of Seniors Only Parking signage is a viable alternate carpark solution at this location that allows both elderly and disabled customers access to parking at Westpac Bank.



As Chief Executive Officer the following report is submitted under Regulation 21 of the Local Government (Procedures at Meetings) Regulations 2013 recommending that Council revokes its resolution 2023/61 dated 21 March 2023.

TYPE OF REPORT

Corporate

BACKGROUND

Council, at its meeting held on 21 March 2023 resolved to install a Disabled Permit Parking Zone on Percy Street (southern side).

This resolution followed a request from Westpac Bank who have moved their premises to 1 Commercial Street East. Westpac Bank have a quite a few elderly customers and Percy Street provides the closest available parking location to their premises.

PROPOSAL

It has since been identified that the physical constraints of the area on Percy Street does not allow the installation of a Disabled Permit Parking Zone. Given that there are 3 existing disabled carparks on Percy Street, installation of Seniors Only Parking signage has been identified as an alternate solution.

Council Officers have liaised with the Manager of Westpac Bank who supports the alternate proposal as majority of their customers fall within the Senior cohort.

Further to this, Council Officers will pursue the potential for additional disabled permit parking to be introduced at the carpark adjoining the current Centrelink complex and, if suitable, provide a report to Council in due course.

To implement the agreed alternate solution requires the original resolution of Council dated 21 March 2023 to be rescinded.

LEGAL IMPLICATIONS

N/A

STRATEGIC PLAN

Goal 2.5 Focusing on activation, revitalisation and placemaking in our CBD.

COUNCIL POLICY

N/A

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

The installation of a seniors only parking area will assist seniors to more readily access important services such as banking. It will be a supplement to disability parking in or near the area.

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

Regular monitoring of the area by the General Inspectors.



VALUE FOR MONEY

N/A

RISK IMPLICATIONS

The proposal enables the provision of improved access, while mitigating the risks which became apparent in putting a disability park in this location, due to the physical constraints.

The risk that the requestor would be dissatisfied with the non-provision of the disability park has been mitigated by discussion with the requestor. Further analysis of other disability parking in the nearby area will also follow to assist with any risk of community confusion about the change in approach.

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Council Officers have liaised with the Manager of Westpac Bank who supports the alternate proposal as majority of their customers fall within the Senior cohort.

IMPLEMENTATION STRATEGY

Installation of signage and relevant line marking.

CONCLUSION AND RECOMMENDATION

Further to Councils resolution dated 21 March 2023, to install a Disabled Permit Parking Zone on Percy Street (southern side), it has been identified that the physical constraints of the area on Percy Street will not allow the installation of a Disabled Permit Parking Zone. There are 3 existing disabled carparks on Percy Street, therefore, installation of Seniors Only Parking signage has been identified as a viable alternate solution that also retains the number of available carparks in the area.

Whilst installation of the Seniors Only parking does not require a formal resolution of Council, in order to proceed a formal rescission of the 21 March 2023 resolution is required prior to implementation.

ATTACHMENTS

Nil



20 MOTIONS WITH NOTICE

20.1 NOTICE OF MOTION - MINISTER FOR TRANSPORT

Meeting: Council
CM9 Reference: AF22/378
Member: Paul Jenner, Councillor

I, Councillor Paul Jenner, give notice that at the next Ordinary Meeting of Council to be held on 19 September 2023, I intend to move the following motion:

MOTION

1. That Council Report No. AR23/64087 titled 'Notice of Motion - Minister for Transport' as presented on 19 September 2023 be noted.
2. That Council again write to the Honourable Tom Koutsantonis, Minister for Infrastructure and Transport insisting that he visit Mount Gambier and the Limestone Coast to inspect firsthand the deterioration of the roads and drainage assets in our region.
3. That Council request that appropriate State Government resources be committed to the renewal and maintenance of roads and associated assets in Mount Gambier and the Limestone Coast.
4. That a copy be sent to Premier Peter Malinalskus MP, The Hon Clare Scriven MLC – Minister for Primary Industries, Regional Development, Forestry, Troy Bell MP – Member for Mount Gambier, Nick McBride MP – Member for MacKillop, and the Executive Officer - Limestone Coast Local Government Association.

RATIONALE

The condition of the state owned Highway, Roads and Drains in Mount Gambier & Limestone Coast has continued to steadily decline.

It is great the current work that is happening on the 4 round-a-bouts in Mount Gambier however only part of the road structure in between the round-a-bouts is being bituminised, leaving the inside lane still compromised and subject to continual decline.

The patching of pot holes is not being done to a high quality. Patching work is failing after relatively short periods of time and the people of the region are continually getting flat tyres and busted rims.

A few years ago both lanes of Jubilee Highway East on the north two lanes was fixed to a very high standard. However, where is the short, medium and long term planning to do the rest of the Highways, Roads, Drains and Bores in Mount Gambier?

With so many heavy vehicles travelling through Mount Gambier it is imperative the state government prioritises it's planning and works program for Mount Gambier and the Region.

While travelling over in the west Coast of South Australia, the Honourable Tom Koutsantonis, Minister for Infrastructure and Transport was undertaking an interview on the ABC radio and admitted the roads over there were in good condition compared to other parts of the state, namely THE LIMESTONE COAST.

There needs urgent attention to planning, extra budget allocation to Roads and Drains and execution of a strategic work plan for Mount Gambier and the Limestone Coast.



I commend this Notice of Motion to Council.

ADMINISTRATIVE COMMENT

State roads are seriously deteriorating in Mount Gambier to the point that they are becoming a major risk for our community. Given we have the largest population in the South East with 85% of new housing for last year being developed in Mount Gambier this is only going to increase the risk further in the coming years, hence the request for priority focus.

ATTACHMENTS

Nil



21 URGENT MOTIONS WITHOUT NOTICE

22 CONFIDENTIAL ITEMS OF COMMITTEES

Nil



23 NEW CONFIDENTIAL ITEMS

23.1 CRATER LAKES UNSOLICITED PROPOSAL – REPORT NO. AR23/61873

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.1 AR23/61873 Crater Lakes Unsolicited Proposal.

The Council is satisfied that, pursuant to section 90(3) (b), (d) and (g) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council
- commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected:
 - to prejudice the commercial position of the person who supplied the information, or
 - to confer a commercial advantage on a third party
- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the attachment and information regarding Crater Lakes Project Proposal contain commercial information of a confidential nature provided to Council in-confidence, and the consideration of which if conducted in open could prejudice the position of Council or the party that provided the information or confer a commercial advantage on a third party. The public interest in the matter being considered in open is considered to be outweighed by the public interest in ensuring the best possible outcome for the community, which may be prejudiced if the matter were considered in open.

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.1 AR23/61873 Crater Lakes Unsolicited Proposal and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b), (d) and (g) be kept confidential and not available for public inspection until two years after the expiry of an agreement entered

into in relation to the matter or two years after the proposal has been abandoned and Council has been released from its duty of confidence, whichever is the later.

2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

23.2 CONTRACTED CLEANING SERVICES – REPORT NO. AR23/63952

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and (Council Officers) be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.2 AR23/63952 Contracted Cleaning Services.

The Council is satisfied that, pursuant to section 90(3) (b) and (i) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the Council is
 - conducting business; or
 - proposing to conduct business; or
 - to prejudice the commercial position of the Council
- information relating to:
 - actual litigation, or
 - litigation that the Council or Council committee believes on reasonable grounds will take place,
 - involving the Council or an employee of the Council

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be discussed in this item relates to a contract between Council and the third-party. The disclosure of information in association with this item could reasonably be expected to prejudice the commercial position of Council or confer advantage on third parties and is considered on balance to be contrary to the public interest as it could prejudice the Councils position in obtaining best value on behalf of the community..

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.2 AR23/63952 Contracted Cleaning Services and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (b) and (i) be kept confidential and not available for public inspection until the Deed of Termination for Pickwick Group Pty Ltd has been executed and an alternate service delivery option implemented..

- | |
|---|
| <p>2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the <i>Local Government Act 1999</i>.</p> |
|---|

24 MEETING CLOSE



COMMITTEE MINUTES

AND

REPORTS / ATTACHMENTS

**MINUTES OF CITY OF MOUNT GAMBIER ORDINARY COUNCIL MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE,
MOUNT GAMBIER ON TUESDAY, 15 AUGUST 2023 AT 6.00 P.M.**

PRESENT: Mayor Lynette Martin (OAM), Cr Frank Morello, Cr Josh Lynagh, Cr Mark Lovett,
Cr Max Bruins, Cr Paul Jenner, Cr Sonya Meziniec, Cr Jason Virgo

OFFICERS IN ATTENDANCE:	Chief Executive Officer	- Mrs S Philpott
	General Manager City Infrastructure	- Ms B Cernovskis
	General Manager Corporate and Regulatory Services	- Mrs J Fetherstonhaugh
	Manager Governance and Property	- Mr M McCarthy
	Manager Financial Services	- Mrs J Scoggins
	Manager Development Services	- Mrs T Tzioutziouklaris
	Project Manager	- Ms T McPherson
	Media and Communications Coordinator	- Ms S McLean
	Communications Officer	- Ms M Brookes
	Councillor Support Officer	- Mrs M Telford

1 ACKNOWLEDGEMENT OF COUNTRY

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.

2 APOLOGIES

RESOLUTION 2023/163

Moved: Cr Frank Morello
Seconded: Cr Sonya Meziniec

That the apology from Cr Kate Amoroso be received.

CARRIED

3 LEAVE OF ABSENCE

Nil

4 CONFIRMATION OF COUNCIL MINUTES

RESOLUTION 2023/164

Moved: Cr Max Bruins

Seconded: Cr Josh Lynagh

That the minutes of the Ordinary Council meeting held on 18 July 2023 be confirmed as an accurate record of the proceedings of the meeting.

CARRIED

5 MAYORAL REPORT

5.1 MAYORAL REPORT - AUGUST 2023

- Attendance at SAROC Committee Meeting
- Audit and Risk Committee Meeting
- Recognition of World Scout Day
- Elected Member Briefing – Crater Lakes Activation Plan
- Elected Member Briefing – Crater Lakes Trails Draft Plan Update
- Elected Member Briefing – Valley Lakes Fishing Stock Proposal
- Confidential Elected Member Briefing – Unsolicited Proposal
- Limestone Coast Jobs and Skills Showcase
- Introductory Meeting – Founder and CEO WomenCanAustralia
- Vietnam Vets Vigil – Carinya Gardens
- Assistance at Blood Bank
- Meeting with representatives from Royal Australian College of GPs
- Preliminary Final – OneFortyOne Pioneers
- Radio Interview 5GTR-FM
- Meeting with Hon Ben Hood MLC
- Meeting with Erika Vickery OAM
- Meeting with Acting EO of LCLGA
- Attendance at Connecting Expo at Wulanda
- Mandatory Elected Member Training
- LCLGA Mayors Meeting – Virtual
- Meeting with Mayor of DC Grant
- LCLGA Board Meeting – Naracoorte Lucindale Council

RESOLUTION 2023/165

Moved: Mayor Lynette Martin

Seconded: Cr Mark Lovett

That the Mayoral report made on 15 August 2023 be received.

CARRIED**6 REPORTS FROM COUNCILLORS**

- Cr Max Bruins Meeting with Ben Hood MLC and Hon David Spears MP regarding Public Transport, Meeting with Ben Hood MLC, Hon David Speirs MP and young business leaders, Meeting Hon Peter Malinauskas MP - Premier of South Australia to tour Wulanda Recreation and Convention Centre, ac.care Support Homeless Luncheon, Windfarm Consultation Meetings.
- Cr Paul Jenner ac.care Support Homeless Luncheon, Meeting with Department of Infrastructure and Transport regarding roundabouts at Jubilee Highway West, 2023 Mount Gambier Classic and Vintage Motorcycle Show, Immersive Storytelling at the Mount Gambier Library, Local and Family History Help, Public Drop-in Session Southern Ocean Offshore Wind Zone Consultation, Pioneers Basketball Women's Preliminary Final, Pioneers Basketball Men's Preliminary Final, Friends of the Library Annual Book Sale, Mount Gambier Re-Use Market, Opening of Total Tools, National Science Week at the Mount Gambier Library with Dr Harry James Gaffney.
- Cr Josh Lynagh Public Drop-in Session - Southern Ocean Offshore Wind Zone Consultation, Mount Gambier Eisteddfod - Vocal and Music
- Cr Sonya Meziniec Cocktail Party Opening of Ladies Bronze Plate Tournament hosted by Blue Lake Golf Club, Limestone Coast Local Health Network Annual HAC Conference Working Party, ac.care Homelessness Luncheon, Mount Gambier Community RSL 106th Anniversary Annual Luncheon, Riddoch Arts and Cultural Trust Meeting, Mount Gambier and Districts Health Advisory Council Meeting, Pride in your State March co-ordinated by Ruby's Uniting Communities, Christmas Parade Advisory Group Meeting.
- Cr Frank Morello Pioneers Basketball Preliminary Final, ac.care Homelessness Luncheon.

RESOLUTION 2023/166

Moved: Cr Frank Morello

Seconded: Cr Max Bruins

That the reports made by Councillors on 15 August 2023 be received.

CARRIED**7 QUESTIONS WITH NOTICE**

Nil

8 QUESTIONS WITHOUT NOTICE**8.1 QUESTION WITHOUT NOTICE - WULANDA RECREATION AND CONVENTION CENTRE CONTRACTURAL AGREEMENT****Question:**

The following question was received from Councillor Paul Jenner.

Can the Chief Executive Officer provide an explanation on the Wulanda Recreation and Convention Centre contractual and operational relationship with Belgravia Leisure.

Response:

The City of Mount Gambier has a three year contract with Belgravia for the management and operation of Wulanda. It is not a lease or licence and is a contract for management of the facility for and on behalf of Council.

The contract includes a range of services, including staffing and resource, WHS, customer service and programs, maintaining the facility in an orderly fashion, optimising and promoting the facility. For clarity, staffing matters and matters of WHS are the responsibility of Belgravia under the contract. Belgravia must meet or exceed a number of KPIs which are reported to Council, either daily (for immediate or urgent issues), monthly, quarterly and annually. Operational meetings are held monthly and additional meetings as required.

RESOLUTION 2023/167

Moved: Cr Paul Jenner

Seconded: Cr Frank Morello

That the response to the question regarding Wulanda Recreation and Convention Centre Contractual Agreement raised by Councillor Paul Jenner be received and noted

CARRIED

9 PETITIONS

Nil

10 DEPUTATIONS

Nil

11 NOTICE OF MOTION TO RESCIND OR AMEND

Nil

12 ELECTED MEMBERS INFORMATION BRIEFING SESSIONS**12.1 ELECTED MEMBER INFORMATION/BRIEFING SESSIONS FROM 15/07/2023 TO 10/08/2023****RESOLUTION 2023/168**

Moved: Cr Josh Lynagh

Seconded: Cr Sonya Mezinac

1. That Council Report No. AR23/50533 titled 'Elected Member Information/Briefing Sessions from 15/07/2023 to 10/08/2023' as presented on 15 August 2023 be noted.

CARRIED**13 ELECTED MEMBERS TRAINING AND DEVELOPMENT**

Nil

14 COUNCIL ACTION ITEMS**14.1 COUNCIL ACTION ITEMS - 18/07/2023****RESOLUTION 2023/169**

Moved: Cr Max Bruins

Seconded: Cr Mark Lovett

1. That Council Report No. AR23/44829 titled 'Council Action Items - 18/07/2023' as presented on 15 August 2023 be noted.

CARRIED

15 JUNIOR SPORTS ASSISTANCE (SECTION 41) COMMITTEE MINUTES AND RECOMMENDATIONS

Nil

16 AUDIT AND RISK COMMITTEE MINUTES AND RECOMMENDATIONS**16.1 MINUTES OF THE AUDIT AND RISK COMMITTEE HELD ON 31 JULY 2023****RESOLUTION 2023/170**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

That the Minutes of the Audit and Risk Committee meeting held on 31 July 2023 as attached be noted.

CARRIED**16.2 WORK HEALTH SAFETY AND WELLBEING MANAGEMENT – REPORT NO. AR23/43765****RESOLUTION 2023/171**

Moved: Cr Paul Jenner

Seconded: Cr Sonya Mezinac

1. That Audit and Risk Committee Report No. AR23/43765 titled 'Work Health Safety and Wellbeing Management' as presented on 31 July 2023 be noted.

CARRIED**16.3 RISK MANAGEMENT REPORT JUNE 2023 – REPORT NO. AR23/43768****RESOLUTION 2023/172**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Audit and Risk Committee Report No. AR23/43768 titled 'Risk Management Report June 2023' as presented on 31 July 2023 be noted.

CARRIED

16.4 REVIEW OF COUNCIL POLICIES - UPDATE – REPORT NO. AR23/44652**RESOLUTION 2023/173**

Moved: Cr Paul Jenner

Seconded: Cr Josh Lynagh

1. That Audit and Risk Committee Report No. AR23/44652 titled 'Review of Council Policies - Update' as presented on 31 July 2023 be noted.

CARRIED**16.5 RISK MANAGEMENT REPORT JUNE 2023 - RISK MATRIX****RESOLUTION 2023/174**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That the Audit and Risk Committee note the ongoing work underway and planned review of the risk matrix and ratings in conjunction with the LGRS and the development of a risk appetite statement in conjunction with Council.

CARRIED**17 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW COMMITTEE MINUTES AND RECOMMENDATIONS**

Nil

18 BUILDING FIRE SAFETY COMMITTEE MINUTES

Nil

19 COUNCIL REPORTS**19.1 STRATEGIC PLAN ANNUAL UPDATE AND FOURTH QUARTER REPORT ON ANNUAL BUSINESS PLAN 2022/2023****RESOLUTION 2023/175**

Moved: Cr Sonya Meziniec

Seconded: Cr Max Bruins

1. That Council Report No. AR23/51271 titled 'Strategic Plan Annual Update and Fourth Quarter Report on Annual Business Plan 2022/2023' as presented on 15 August 2023 be noted.

CARRIED**19.2 OUTCOME OF EXPRESSION OF INTEREST PROCESS - ANIMAL POUND AND REHOMING SERVICES****RESOLUTION 2023/176**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Council Report No. AR23/51490 titled 'Outcome of Expression of Interest Process - Animal Pound and Rehoming Services' as presented on 15 August 2023 be noted.
2. That Council resolves:
 - (a) Not to progress any further with the procurement process for Animal Pound and Rehoming services;
 - (b) That the Administration continue with current operating arrangements for the provision of Animal Pound and Rehoming Services in accordance with this report; and
 - (c) To endorse the proposed Council Policy - Animal Management - Unclaimed Dogs as attached to Report No. AR23/51490.

CARRIED

19.3 POLICY REVIEWS**RESOLUTION 2023/177**

Moved: Cr Mark Lovett

Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/48656 titled 'Policy Reviews ' as presented on 15 August 2023 be noted.
2. The updated policies as attached to Council Report No. AR23/48656 be endorsed:
 - A515 Animal Control - Dogs
 - A520 Animal Control
 - C700 Corporate Branding and Identity
 - D150 Building and Swimming Pool Inspections
 - F125 City Burning
 - F135 Flammable Undergrowth
 - F500 Footways and Council Land - Removal of Objects
 - F505 Footways and Council Land - Sale of Commodities
 - F510 Inspectoral - Footways and Council Land - Fundraising and Promotion
 - Illumination of Assets
 - L230 Licensed Premises
 - P135 Entertainment Venues
 - P155 Privacy
 - W115 Waste Management - Receival of Waste - Caroline Landfill

CARRIED**19.4 POLICY REVIEW - S92 CODE OF PRACTICE FOR ACCESS TO MEETINGS & DOCUMENTS****RESOLUTION 2023/178**

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Council Report No. AR23/48679 titled 'Policy Review - s92 Code of Practice for Access to Meetings & Documents' as presented on 15 August 2023 be noted.
2. That Council adopt the Draft substitute '*Conduct of Meetings (s92 Code of Practice) Policy*' attached to Council Report No. AR23/48679 (Attachment 2) for public consultation purposes.

3. That public consultation be conducted on the draft substitute '*Conduct of Meetings (s92 Code of Practice) Policy*' as attached to Council Report No. AR23/48679 (Attachment 2).
4. That Council supports the development of a Council Determined Meeting Procedures Policy.
5. That Council supports the development of a Reg 6 Code of Practice (Varied Procedures).
6. That a Member information/briefing session be convened to discuss the potential Council Determined Procedures / Varied Procedures to be developed in policy under resolution 4.
7. That, following public consultation on the proposed draft substitute '*Conduct of Meetings (s92 Code of Practice) Policy*', a further report (or reports) be brought back to Council to:
 - consider any submissions to the public consultation on the s92 Code of Practice
 - consider whether to adopt the substitute s92 Code of Practice in place of the current Council Policy C410, and the relevant effective date.
 - consider a draft '*Conduct of Meetings Council Determined Procedures*' policy
 - consider a draft '*Conduct of Meetings (r6 Code of Practice – Varied Procedures)*' policy.

CARRIED

Resolution 2023/178 was passed by a 2/3 majority.

19.5 PARKLETS - 40 COMMERCIAL STREET EAST, MOUNT GAMBIER

RESOLUTION 2023/179

Moved: Cr Paul Jenner

Seconded: Cr Max Bruins

1. That Council Report No. AR23/52714 titled 'Parklets - 40 Commercial Street East, Mount Gambier' as presented on 15 August 2023 be noted.
2. Council rescind parking resolution 3.3.198 in respect to the four (4) carparking spaces on Commercial Street East, Mount Gambier directly adjacent to Jen's Hotel at 40 Commercial Street East, Mount Gambier
3. Council Officer's investigate and develop design options to create a pedestrian friendly space directly adjacent to Jen's Hotel at 40 Commercial Street East, Mount Gambier.
4. A public consultation and community engagement plan be developed.

CARRIED

19.6 OFFSHORE WIND ZONES - SOUTHERN OCEAN REGION**RESOLUTION 2023/180**

Moved: Cr Max Bruins

Seconded: Cr Jason Virgo

1. That Council Report No. AR23/53250 titled 'Offshore Wind Zones - Southern Ocean Region' as presented on 15 August 2023 be noted.
2. That Council writes to Nathan Kimber of the South Eastern Professional Fishermen's Association Inc., Chris Carrison of the Southern Coast Ocean Care Committee and the District Council of Grant advising of Council's intent to support his request that Council make a submission to the Commonwealth's current consultation on the area proposed for future offshore renewable energy projects, in the Southern Ocean Region, that the Southern Ocean offshore wind zone, concludes at the Victorian and South Australian border.
3. That Council confirms in-principle it is not averse to renewable energy projects where appropriate locality, value proposition and whole of life impact to the environment and communities mitigated can be sufficiently demonstrated.
4. Approves the CEO, or delegate, to make a submission to the current consultation on the area proposed for future offshore renewable energy projects in the Southern Ocean Region, highlighting the relevant concerns in support of the SEPFA's intent that the Southern Ocean offshore renewable energy region, concludes at the Victorian and South Australian border.
5. That Council authorises Mayor Lynette Martin and/or the Chief Executive Officer to advocate on this issue, consistent with Council's resolution, with relevant government authorities.

CARRIED**20 MOTIONS WITH NOTICE****20.1 NOTICE OF MOTION - CBD ACTIVATION (WATSON TERRACE)****RESOLUTION 2023/181**

Moved: Cr Max Bruins

Seconded: Cr Josh Lynagh

1. That Council Report No. AR23/50504 titled 'Notice of Motion - CBD Activation (Watson Terrace)' as presented on 15 August 2023 be noted.
2. That investigations be undertaken as to the viability of a trial closure of Watson Terrace for the purposes of CBD activation (i.e. food trucks, live entertainment etc) in the months of November and December 2023 and January 2024.
3. That a report be brought back to council in September 2023 outlining any issues or concerns identified in (2) above.

CARRIED**20.2 NOTICE OF MOTION - REPRESENTATIVE ON PUBLIC LIGHTING WORKING GROUP****RESOLUTION 2023/182**

Moved: Cr Paul Jenner

Seconded: Cr Frank Morello

1. That Council Report No. AR23/52339 titled 'Notice of Motion - Representative on Public Lighting Working Group' as presented on 15 August 2023 be noted.
2. That Cr Paul Jenner continue as Councils representative on the SAPN/LGA Public Lighting Working Group.

CARRIED**21 MOTIONS WITHOUT NOTICE**

Nil

22 CONFIDENTIAL ITEMS OF COMMITTEES**22.1 CONFIDENTIAL ITEMS OF THE AUDIT AND RISK COMMITTEE HELD ON 31 JULY 2023****22.2 PHRIENDLY PHISHING REPORT – REPORT NO. AR23/36674****RESOLUTION 2023/183**

Moved: Cr Sonya Meziniec

Seconded: Cr Paul Jenner

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and S Philpott, B Cernovskis, J Fetherstonhaugh, M McCarthy, T McPherson, J Scoggins, S McLean, M Brookes and M Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 22.2 AR23/36674 Phriendly Phishing Report.

The Council is satisfied that, pursuant to section 90(3) (e) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- matters affecting the security of
 - the Council, or

- Council Members, or
- employees of the Council, or
- Council property, or
- the safety of any person

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because the information to be considered relates to the security of Council information systems.

CARRIED

RESOLUTION 2023/184

Moved: Cr Max Bruins

Seconded: Cr Frank Morello

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 6.1 AR23/36674 Phriendly Phishing Report and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (e) be kept confidential and not available for public inspection until further order of Council.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED

23 NEW CONFIDENTIAL ITEMS

23.1 EVENT SPONSORSHIP REQUEST – REPORT NO. AR23/54583

RESOLUTION 2023/185

Moved: Cr Max Bruins
Seconded: Cr Jason Virgo

CONSIDERATION FOR EXCLUSION OF THE PUBLIC

Pursuant to section 90(2) of the *Local Government Act 1999* the Council orders that all members of the public, except the Mayor, Councillors and S Philpott, B Cernovskis, J Fetherstonhaugh, M McCarthy, T McPherson, J Scoggins, S McLean, M Brookes and M Telford be excluded from attendance at the meeting for the receipt and consideration in confidence of Agenda Item 23.1 AR23/54583 Event Sponsorship Request.

The Council is satisfied that, pursuant to section 90(3) (g) and (j) of the Act, the information to be received, discussed or considered in relation to the Agenda Item is:

- information concerning matters that must be considered in confidence in order to ensure that the Council does not:
 - breach any law, order or direction of a court or tribunal constituted by law,
 - breach any duty of confidence, or
 - breach any other legal obligation or duty
- information the disclosure of which would divulge information provided on a confidential basis by or to:
 - a Minister of the Crown, or
 - another Public Authority or official (not being an employee or a person engaged by the Council) that would on balance be contrary to the public interest

The Council is satisfied that the principle that the meeting be conducted in a place open to the public has been outweighed in the circumstances because Pending State Government announcement of financial support.

CARRIED

RESOLUTION 2023/186

Moved: Cr Max Bruins
Seconded: Cr Mark Lovett

CONSIDERATION FOR KEEPING ITEMS CONFIDENTIAL

1. In accordance with Sections 91(7) and 91(9) of the *Local Government Act 1999* the Council orders that the report 23.1 AR23/54583 Event Sponsorship Request and its attachments, resolution/s and minutes arising from the report, having been considered by the Council in confidence under Section 90(2) & (3) (g) and (j) be kept confidential and not available for public inspection until a public announcement on the proposal has been made by the proponent.
2. Further that Council delegates the power to review, revoke, but not extend the confidential order to the Chief Executive Officer in accordance with the provisions of Section 91(9)(c) of the *Local Government Act 1999*.

CARRIED**24 MEETING CLOSE**

The Meeting closed at 7.04 p.m.

The minutes of this meeting were confirmed at the Ordinary Council Meeting held on 19 September 2023.

.....
PRESIDING MEMBER

**MINUTES OF CITY OF MOUNT GAMBIER
SPECIAL AUDIT AND RISK COMMITTEE MEETING
HELD AT THE COUNCIL CHAMBER, CIVIC CENTRE, 10 WATSON TERRACE, MOUNT
GAMBIER
ON MONDAY, 11 SEPTEMBER 2023 AT 5.33 P.M.**

PRESENT: Mr Paul Duka, Mayor Lynette Martin (OAM), Cr Paul Jenner, Mr Alexander Brown (virtual), Ms Belinda Johnson (virtual)

OFFICERS IN ATTENDANCE: Chief Executive Officer - Mrs S Philpott
General Manager Corporate and Regulatory Services - Mrs J Fetherstonhaugh
Manager Financial Services - Mrs J Scoggins
Executive Administrator - Mrs A Pasquazzi

1 ACKNOWLEDGEMENT OF COUNTRY

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR FIRST NATIONS PEOPLES HAVE WITH THE LAND.

2 APOLOGY(IES)

Nil

3 QUESTIONS WITHOUT NOTICE

Nil resolved

Mr Alexander Brown left the meeting at 5:38 pm

Mr Alexander Brown returned to the meeting at 5:38 pm

4 REPORTS

4.1 REVIEW OF COUNCIL POLICIES - UPDATE

COMMITTEE RESOLUTION

Moved: Mayor Lynette Martin

Seconded: Cr Paul Jenner

1. That Audit and Risk Committee Report No. AR23/59098 titled 'Review of Council Policies - Update' as presented on 11 September 2023 be noted.
2. That the P415 - Prudential Management Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
 - Add clause 8.4 - section 48 (4) states that the person should be independent with the relevant qualifications. In addition that the person/organisation should be external to Council
 - Definitions - Prudential Project noting that the legislation is very broad in section 48(1)(b)

- Roles and Responsibilities - the role of audit and risk committee is to receive any prudential reports and provide advice to Council
 - Objectives - include an additional objective to inform Council of risks and opportunities the project may bring
 - 8.1 - add operational risks to the financial risk section
 - 8.3 - Benefits - include 'whole of life benefits/revenue'
 - Any associated amendments
3. That the Asset Accounting Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
- Include a definition for componentisation and include an associated additional clause
 - Definition of gift assets should be expanded to include assets purchased by a party other than Council
 - 7.4 - change to reflect useful lives to be reviewed as required
 - 7.5 - Include a comment below in between the frequencies stated above to incorporate changes to unit rates to ensure that the financial impact of valuations is minimized
 - 7.5 - frequency of valuation - change Land to every 4 years and include artworks as an asset category, external valuer and frequency of 4 yearly.
 - 7.5 - include revaluations may occur more frequently as required
4. That the Internal Controls Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
- 5.5 - third dot point - change to raise concerns with management staff and Council
 - 5.6 - liabilities to read 'the incurring of liabilities' and create a new paragraph noting that the external auditor will provide an audit opinion as to whether the controls are sufficient to provide reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with the law
 - The policy be updated to reflect the two year frequency of a full review of the internal controls
 - A rolling program to assess and monitor the internal financial controls be included in the policy
 - To include in the policy a clause which outlines the basis for interim or ad hoc internal financial control reviews
 - To workshop the rolling program of internal financial controls as part of the review of the Audit and Risk committee annual works program
5. That the new External Grant Funding Policy as attached to Report No. AR23/59098, having been reviewed by the Audit and Risk Committee on 11 September 2023, be adopted with the following amendments:
- 3.1 - this policy applies to all grants that require applications to be made, that are not contemplated in Councils adopted budget or where there is a requirement to have a Council resolution
6. That the Chief Executive Officer or Delegate be authorised to make any necessary changes to the policies arising from this meeting, together with any editorial amendments and finalisation of the document's formatting and graphic design that do not materially alter the integrity of the document.

CARRIED

4.2 INFRASTRUCTURE VALUATION**COMMITTEE RESOLUTION**

Moved: Paul Duka

Seconded: Alexander Brown

1. That Audit and Risk Committee Report No. AR23/60163 titled 'Infrastructure Valuation' as presented on 11 September 2023 be noted.

CARRIED

5 MOTIONS WITHOUT NOTICE

Nil

6 MEETING CLOSE

The Meeting closed at 7:33 pm.

The minutes of this meeting were confirmed at the Audit and Risk Committee held on 30 October 2023.

.....
PRESIDING MEMBER

16.2 REVIEW OF COUNCIL POLICIES - UPDATE – REPORT NO. AR23/59098

Committee:	Audit and Risk Committee
Meeting Date:	11 September 2023
Report No.:	AR23/59098
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	This report provides a status update for review of Council Policies since January 2022 and presents draft revised and new policies for Audit and Risk Committee review.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/59098 titled 'Review of Council Policies - Update' as presented on 11 September 2023 be noted.
2. That the draft revised policies as referenced below and as attached to Report No. AR23/59098 having been reviewed by the Audit and Risk Committee on 11 September 2023 be adopted:
 - (a) P415 - Prudential Management Policy;
 - (b) Asset Accounting Policy; and
 - (c) Internal Controls Policy.
3. That the new draft policy as referenced below and as attached to Report No. AR23/59098 having been reviewed by the Audit and Risk Committee on 11 September 2023 be adopted:
 - (a) External Grant Funding Policy.



TYPE OF REPORT

Legislative

BACKGROUND

1. **Audit and Risk Committee Terms of Reference** - The following section of the Audit and Risk Committee Terms of Reference is relevant to this report:

The Committee shall:

12.1.2 *Review and challenge - where necessary:*

- *The consistency of, and/or any changes to accounting policies.*

2. **2021/2022 Interim Audit Action** - At the June 2023 Audit and Risk Committee Meeting, the Committee requested that a progress report regarding leases/licences and mandatory policies be brought back every 6 months.
3. **Progress Prior to June 2023** - A report was brought to the Audit and Risk Committee meeting on 31 July 2023 showing that the process for the review of all policies had commenced, additionally, the following policies were reviewed and updated prior to the June Committee Meeting:
 - C305 - Council and Committee - Caretaker Policy;
 - Asset Accounting Policy;
 - A900 - Asset Management;
 - P420 - Procurement & Disposal of Land and Assets Policy;
 - W125 - Waste Management - Kerbside Refuse Collection Policy;
 - T120 - Tree Policy;
 - C410 - Code of Practice for Access to Meeting and Documents / Meeting Procedures Policy; and
 - S140 - Street Numbering Policy.
4. **Reviewed/Revoked Policies Prior to June 2023** - Council also reviewed and endorsed revoking the following policies:
 - C375 - Council Vehicles - Provision and Replacement;
 - S175 - Safe Environment Policy; and
 - E240 - Expiation Notices - Cancellation or Waiver.
5. **Executive Review of Policies** - An action plan has been developed and reporting on the progress is being presented to the Executive Leadership Team (ELT) on a fortnightly basis.
6. **August 2023 Council Meeting** - A total of 14 policies were reviewed and endorsed by Council as detailed below:
 - A515 Animal Control - Dogs;
 - A520 Animal Control;
 - C700 Corporate Branding and Identity;
 - D150 Building and Swimming Pool Inspections;
 - F125 City Burning;
 - F135 Flammable Undergrowth;



- F500 Footways and Council Land - Removal of Objects;
 - F505 Footways and Council Land - Sale of Commodities;
 - F510 Inspectoral - Footways and Council Land - Fundraising and Promotion;
 - Illumination of Assets;
 - L230 Licensed Premises;
 - P135 Entertainment Venues;
 - P155 Privacy; and
 - W115 Waste Management - Receival of Waste - Caroline Landfill.
7. **P415 - Prudential Management Policy** - The City of Mount Gambier (the Council) is committed to excellence in governance and using a best practice approach to transparent and accountable decision making. The Council recognises the importance of prudential management of all projects it undertakes and that it is sound business practice to have a Prudential Management Policy (position) documented and reviewed periodically.
- Section 48 of the Local Government Act 1999 (the Act) requires Council to develop prudential management policy, practices and procedures for the assessment of projects to ensure that the Council:
 - (a) acts with due care, diligence and foresight;
 - (b) identifies and manages risks associated with a projects;
 - (c) makes informed decisions; and
 - (d) is accountable for the use of Council and other public resources
 - **Review** - In January 2019 Council adopted *Policy P415 Prudential Management* which is now due for a periodic review.
8. **Asset Accounting Policy** - The new Asset Accounting policy was reviewed by the Audit and Risk Committee at the meeting on 28 March 2022 and adopted by Council on 19 April 2022.
- The policy has been subsequently updated as follows:
- **Council Meeting August 2022** - The policy was reviewed at the Audit and Risk Committee meeting in July 2022 and adopted by Council at the August 2022 reflecting minor changes relating to the removal of library books and treatment of this expenditure as an operating expense.
 - **Council Meeting January 2023** - The policy was reviewed at the Audit and Risk Committee meeting in December 2022 and adopted by Council at the January 2023 reflecting minor changes relating to the breakdown of Infrastructure asset classes and creation of the "Heritage Space and Open Place" asset class and in recognition of the new assets acquired for the Wulanda Recreation and Convention Centre.
9. **Internal Controls Policy** - Following the 2021/2022 interim audit with Dean Newbery, the Finance Team decided to create this policy required for compliance purposes and to ensure alignment with other South Australian councils. This was reviewed at the July 2022 Audit and Risk Committee meeting and adopted at the August 2022 Council meeting. The initial policy was due for review in August 2023.

PROPOSAL

1. **P415 - Prudential Management Policy** - Further to benchmarking to other South Australian Councils and a comprehensive review, changes have made to the policy as shown in red so that the policy (as per Attachment 1) clearly articulates the following:
- Definitions;
 - Roles and responsibilities;
 - Due diligence report details and



- Training and education.
2. **Asset Accounting Policy** - The policy has been amended as shown in red in the attached policy (Attachment 2) to include the following:
 - **Definitions** - Updated to provide further clarity;
 - **Valuation of Assets** - References the AASB 13 fair value hierarchy;
 - **Asset Useful Lives** - Have been broken down to more granular level. Asset lives have also been adjusted aligned with the unaudited Infrastructure Asset Valuation;
 - **Frequency of Revaluation** - Has been incorporated aligned with previous Audit and Risk Committee member feedback;
 - **Public Lighting** - Has been included as a separate asset class further to the completion of the LED Phase 1 project in 2022/2023.
 - **Recreation and Open Space** - This asset class is included (with a minor change to the name from the previous version of the policy).
 - **Borrowing Costs** - The capitalisation of borrowing costs as per AASB 123.
 - **Aggregation** - The principle of aggregation of assets has been incorporated further to prior feedback from members of the Audit and Risk Committee.
 3. **Internal Controls Policy** - Only minor changes have been included in this policy as detailed in red (as per Attachment 3).
 4. **External Grant Funding Policy** - This new policy has been developed further to the 2022/2023 self-assessment of internal financial controls, the 2021/2022 interim audit and a further review of the external grants process with Council's Executive team (as per Attachment 4). Benchmarking with other South Australian Councils has been undertaken in the development of this policy.

Purpose - The purpose of the External Grants Policy is to enable Council to secure grants for specific projects or purposes arise periodically and provide efficient service delivery by:

- **Framework** - Establishing an effective, sustainable and risk-focused framework for managing, monitoring and evaluating grants provided by external organisations; and
- **Strategic Alignment** - Determining a consistent and objective analysis aligned to Corporate Strategy prior to application for external grant funding.

LEGAL IMPLICATIONS

As shown in the background section.

STRATEGIC PLAN

N/A

COUNCIL POLICY

[A900 Asset Management Policy](#)

[Asset Accounting Policy](#)

[P420 Procurement and Disposal of Land and Assets Policy](#)

[B300 Budget Framework Policy](#)

ECONOMIC IMPLICATIONS

N/A

ENVIRONMENTAL IMPLICATIONS

N/A



SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

N/A

VALUE FOR MONEY

N/A

RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

Policies will be published on Council's website once adopted by Council.

IMPLEMENTATION STRATEGY

Policies once adopted will be rolled out to relevant staff with supporting internal procedures if required.

CONCLUSION AND RECOMMENDATION

The following policies are key Council policies that have been created/reviewed to consider previous external audit findings, benchmarking compared to other South Australian councils, and organisational requirements:

- Asset Accounting Policy;
- P415 - Prudential Management Policy;
- Internal Controls Policy; and
- External Grant Funding Policy.

It is recommended that these policies are presented to Council for review and adoption.

ATTACHMENTS

1. Draft Council Policy P415 - Prudential Management
2. Draft Council Policy - Asset Accounting Policy
3. Draft Council Policy - Internal Controls Policy
4. Draft Council Policy - External Grant Funding Policy



 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

1. INTRODUCTION:

This document sets out the policy of the City of Mount Gambier for prudential management of its projects. This policy applies to all projects (as defined below) regardless of size.

2. PURPOSE:

This Policy is intended to provide further guidance to Council, the Community and Employees in regard to the management of prudential projects and issues. It is intended to enhance the legislative directions provided in the Act (Local Government Act 1999), rather than repeat or replace the existing requirements.

3. PROJECT DEFINITIONS:

Key Term – Acronym	Definition
Project	<ul style="list-style-type: none"> • "A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset" • may include a new or discrete undertaking or activity of a temporary nature that involves the expenditure of money, deployment of resources, incurring or assuming a liability or accepting an asset. • It will typically involve more than merely purchasing an asset or infrastructure; it does not need to entail expenditure as it may be based around the receipt of land or assets for free, or the granting of permission for a private activity on Council land. • A project has a defined beginning and end. Regular, ongoing deliveries of Council services are not "projects".
Prudential Project	<ul style="list-style-type: none"> • A project or commercial activity being undertaken by Council or a subsidiary of Council that requires prudential legislative requirements to be followed.
Engage in a Prudential Project	<ul style="list-style-type: none"> • When Council has agreed to commit funds to a project.
Due Diligence	<ul style="list-style-type: none"> • The conduct of a systematic review of a transaction, prior to entering the transaction. It has been defined in landmark legal cases as: <i>"a minimum standard of behaviour involving a system which provides against contravention of relevant regulatory procedures and adequate supervision ensuring the system is carried out" and "indistinguishable from the obligation to exercise reasonable care."</i>
DDR	<ul style="list-style-type: none"> • Due Diligence Report.

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Page 1 of 7

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

Key Term – Acronym	Definition
Prudential Management	<ul style="list-style-type: none"> Requires the financial risks or adverse financial consequences of a project to be considered, minimised or offset to ensure that the proposed benefits of the project are achieved.
Whole of Life Costs	<ul style="list-style-type: none"> The total cost of owning an asset over its entire life such as design and building costs, operating costs, associated financing costs, depreciation, and disposal costs. Whole-life cost also includes environmental impact and social costs.

A project may be defined as

"A new and discrete undertaking or activity that would involve the expenditure of money, deployment of resources, incurring or assuming a liability, or accepting an asset."

This should not be interpreted to mean that all Council activities are projects. Regular, ongoing deliveries of Council services are not 'new and discrete' activities so therefore are not included within this definition. A project is a temporary endeavour with a defined beginning and end. The temporary nature of projects stands in contrast to business as usual (or operations) which are repetitive, ongoing functional activities to provide services.

Simply purchasing an item of plant or equipment, (e.g. a single vehicle) or a parcel of land may constitute a 'project' if the purchase is not part of a wider project or part of ongoing operations. Any purchase must comply with Council's Procurement Policy. However, a 'project' may typically involve more than merely purchasing. It may involve Council Officers time, often in undertaking activities in association with other organisations. On the other hand, a project need not entail any expenditure. It may include, for example, receiving land or other assets for free, or granting permission for a private activity on Council land.

All projects should be considered as a minimum in the context of this Policy and Council's Risk Management Framework Policy, its Procurement, and Disposal of Land and Assets Policy, and Comprehensive Holistic Assessment Tool (CHAT).

4. ROLES AND RESPONSIBILITIES:

Responsible Officer	Roles & Responsibilities
Council	Ensure policies in place to assist staff with prudential management.
Audit and Risk Committee	Review - The Committee shall provide advice on the management of any prudential reports prepared for Council and provide advice to Council. The Committee will also review the subsequent report produced after project completion.
Chief Executive Officer	Receive regular reports on prudential management.
General Managers	To ensure that relevant projects are assessed as to the level of due diligence that is required.

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Page 2 of 7

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

Responsible Officer	Roles & Responsibilities
Project Managers	For each project determine what level of due diligence assessment is required.

5. POLICY STATEMENT:

This document sets out the policy of the City of Mount Gambier Council for prudential management of all its projects. This policy applies to all projects regardless of size.

6. POLICY OBJECTIVES:

This policy has ~~two~~ three objectives.

- 6.1** To ensure that a Council project is undertaken only after an appropriate level of "due diligence" is applied to the proposed project; ~~and~~
- 6.2** To ensure that each Council project is managed during the project and evaluated after the project (i.e. a post implementation review) to assess achievements against identified public benefits or needs; and to minimise financial risks; ~~and~~
- 6.3** Gives consideration to Council's strategic plans.

~~The objectives of this Policy shall be considered in a report on any potential project, regardless of the financial impact or the size of the project.~~

7. LEGISLATION:

This Policy is made pursuant to section 48(aa1) of the Local Government Act 1999 (the Act) which provides:

"A Council must develop and maintain prudential management policies, practices and procedures for the assessment of projects to ensure that the Council:

- a) acts with due care diligence and foresight; and*
- b) identifies and manages risks associated with a project; and*
- c) makes informed decisions; and*
- d) is accountable for the use of Council and other public resources.*

As such, this Policy may apply to all Council projects, no matter how large or small, to ensure compliance with this provision and that decision-making in respect of projects is made with reliable, accurate and timely information.

8. DECIDING UPON AN APPROPRIATE LEVEL OF DUE DILIGENCE

Any proposed project must first be assessed as to the level of due diligence that is required.

The Council's record of delegations lists the powers that the Council has delegated to the Chief Executive Officer and/or other Council Officers, including the power (depending upon budgetary allocations and other Council policies) to approve some projects.

Therefore, for a particular proposed project the decision-maker may be the Council, the Chief Executive Officer, or another Council Officer.

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Page 3 of 7

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	2.3
		Issued:	September 2023
		Next Review:	September 2027

8.1 Appropriate Level of Due Diligence:

When approval is being sought or considered for a specific proposed project, information must be provided to the **authorised** decision-maker to indicate approximately, at first instance:

- **Benefits** - The specific benefits or needs to be addressed by the proposed project;
- **Past Experience** - The extent to which the proposed project may be substantially similar to other past projects;
- **Whole Of Life Costs** - The expected whole-of-life costs of the proposed project; and
- **Financial Risk** - That, if anything, is known about the levels of financial risk that may be involved.

8.2 Two-threshold-questions Assessment of Due Diligence

The **authorised** decision-maker must make an evaluation as to the extent of due diligence that must be embarked upon before any subsequent decision is made whether or not to proceed with the proposed project.

~~As a first step,~~ The **authorised** decision-maker must ascertain **whether**:

- **Funding** - ~~Whether~~ Funding of the whole-of-life costs of the proposed project will (or might) require additional allocations beyond those already accommodated in Council's long-term financial plan; **and**
- **Financial Risk** - ~~Whether~~ The proposed project will (or might) generate any additional financial risk for the Council; **and**
- **Whole of Life Costs** - The whole-of-life costs and the financial risks have been accounted for. If not, a due diligence report must be prepared

~~Seeking the answers to these two questions is a threshold 'due diligence' test. If the decision-maker is sure that whole-of-life costs and financial risks are already accounted for, then no further action is necessary. However, in many cases, the decision-maker will not be sure of these answers, and will require a second step.~~

8.3 Due Diligence Report

Sections 48(1)(a) and (b) of the Local Government Act 1999 ("the Act") requires a full prudential report be prepared for Council for large projects excluding road works and drainage as specified in the legislation:

- **Five Year Expenditure** - Where the expected expenditure of the Council over the ensuing five years is likely to exceed 20% of the Council's average annual operating expenses over the previous five financial years (as shown in the Council's financial statements); or
- **Expected Capital Cost** - Where the expected capital cost of the project over the ensuing five years is likely to exceed \$4,000,000 (indexed based on Adelaide CPI September 2009 divided by the September Adelaide CPI directly preceding the date of the project).

A full prudential report may also be commissioned under Section 48 for any other project for which the Council considers that it is necessary or appropriate.

A prudential report prepared under Section 48 of the Act will be regarded as the highest level due diligence report for the purposes of this Policy.

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

Depending upon the context of due diligence required by the authorised decision-maker (General Manager or Project Sponsor), a due diligence report of greater or lesser detail will be prepared. This due diligence report will include, in relation to the proposed project:

- **Need/Demand** - An analysis of the need or demand;
- **Benefits** - Identification and quantification of the expected financial and other benefit;
- **Whole Of Life Costs** - Identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs;
- **Financial Risks** - Assessment of the associated financial risks (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated; and
- **Evaluation** - An evaluation that weighs up all the factors above.

~~To resolve any doubt, the decision-maker must request preparation of a due diligence report (DDR). See section 6 below.~~

~~For large commercial or non-commercial projects, section 48(1) of the Act requires that a full prudential report be prepared for Council. A report under section 48 will be regarded as the highest level, most thorough type of DDR for the purposes of this Policy.~~

~~A full prudential report may also be commissioned under section 48, for 'any other project for which the Council considers that it is necessary or appropriate'.~~

~~If a full prudential report is not sought, the Council will record its reason(s) for not obtaining such a report. This might be satisfied by noting (if appropriate) that the proposed project has been assessed under 5.1 of this policy, or under a DDR as being of low or negligible financial risk.~~

9. **DUE DILIGENCE BEFORE A DECISION ON WHETHER TO PROCEED**

~~Depending upon the extent of due diligence required by the decision-maker, a DDR of greater or lesser detail will be prepared. This DDR may include, in relation to the proposed project:~~

- ~~• An analysis of the need or demand~~
- ~~• Identification and quantification of the expected financial and other benefits~~
- ~~• Identification and quantification of the likely whole-of-life financial and other costs, including staffing and project management costs~~
- ~~• Assessment of the associated financial risks, (including the financial risks of not proceeding or delaying the proposed project) and consideration of ways they can be managed and/or mitigated~~
- ~~• An evaluation that weighs up all of the factors above.~~

~~For the smallest projects with least financial risk, this DDR may comprise only a single page and may be prepared by a single Council Officer. Larger, more complicated and/or financially riskier projects will require a DDR containing correspondingly more information and assessment, as required by the decision-maker, with input from two or more officers.~~

~~For example, the decision-maker may request a DDR from a working party of Council Officers, or an external consultant, or a combination of both. Consideration will be given to whether those preparing a DDR require special skills such as engineering, finance, project management, town planning, etc.~~

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027

10. DUE DILIGENCE DURING A PROJECT:

After a decision has been made to commence a project, it will be managed according to the principles of due diligence.

The Council will take action to manage the project so that:

- **Benefits/Needs** - The project remains focussed upon the expected outcomes and public benefits or needs that have been identified in the DDR; and
- **Financial Risks** - identified in the DDR are managed appropriately.

11. DUE DILIGENCE AFTER A PROJECT:

After a project has been completed, it will be evaluated, according to the principles of due diligence, to determine the extent to which the project has:

- Achieved the expected outcomes and public benefits or needs identified in the DDR that it was intended to achieve or satisfy; and
- Avoided or mitigated the financial risks identified in the DDR.

The subsequent report will be provided to Council's Audit and Risk Committee and Council.

12. TRAINING/EDUCATION:

Training will be provided to key members of staff, the Executive Leadership Team and Elected Members as required.

13. REVIEW OF POLICY & EVALUATION:

~~This Policy will be reviewed at least once during each term of Council and may be revised or reviewed at any time (but not so as to affect any project that has already commenced).~~

This Policy will be reviewed in four years or earlier in the event of changes to legislation or related Policies and Procedures or if deemed necessary by the General Manager Corporate and Regulatory Services.

14. FURTHER INFORMATION AVAILABILITY OF POLICY:

This Policy will be available for inspection at the Council office listed below and is available for download from Council's website www.mountgambier.sa.gov.au

Civic Centre
10 Watson Terrace
Mount Gambier SA 5290

Monday to Friday 8:30am – 5:00pm
Telephone (General Enquiries) (+61) 08 8721 2555

Postal Address
PO Box 56
Mount Gambier SA 5290

A copy of this Policy will be provided to any person upon request following payment of a fee as prescribed in Council's Schedule of Fees and Charges.

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Page 6 of 7

 City of Mount Gambier	P415 PRUDENTIAL MANAGEMENT	Version No:	23
		Issued:	September 2023
		Next Review:	September 2027


File Reference:	AF11/1740 AF18/48
Applicable Legislation:	Local Government Act 1999 (s48)
Reference:	Community Plan 2016-2020 Strategic Plan 2020-2024
Related Policies:	F225 Fraud and Corruption Prevention R305 Risk Management Framework Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy
Related Procedures:	
Related Documents:	LGA Prudential Management Information Paper 27

15. DOCUMENT DETAILS

Responsibility:	Manager Governance and Property-General Manager Corporate and Regulatory Services
Version:	2.0-3.0
Last revised date:	
Effective date:	
Minute reference:	
Next review date:	
<u>Document History</u>	
First Adopted By Council:	25 November 2014
Reviewed/Amended:	15 January 2019,

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Page 7 of 7

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

1. INTRODUCTION:

The purpose of this policy is to ensure that all Council owned assets are valued and depreciated in accordance with relevant Australian Accounting Standards ("the Standards") pursuant to Local Government Act 1999 under section 303(4).

2. PURPOSE:

The purpose of this policy is to provide clear direction to management, staff and Council in relation to the Asset Accounting function.

Council will only acquire assets after due consideration of the service needs of the community and the operating needs of the Council. Service levels will be determined in consultation with the community and in line with the Council's 'duty of care' to the community.

3. SCOPE:

The scope of this policy is to ensure:

- **Asset Life** - That Council makes a distinction between costs incurred on long-lived assets and costs incurred on goods and services for immediate consumption;
- **Depreciation** - All depreciation estimates are prepared and maintained in accordance with the Standards and reviewed annually; and
- **Revaluations** - Are performed at a sufficient frequency to ensure that the carrying amount does not differ materially from the fair value at the reporting date.

This Policy is applicable to all Council owned assets.

The scope of this policy includes 'right-of-use assets' as defined in AASB 16 Leases.


The scope of this policy excludes library books have been treated as an operating expense from the 2022/23 financial year.

4. DEFINITIONS:

Key Term - Acronym	Definition
Amortisation	The systematic allocation of the depreciable amount of an asset over its useful life (e.g. for an asset valued at \$500,000 with a 5 year useful life the annual amount amortised would be \$100,000 per annum).
Asset	A resource with economic value that is owned or controlled by an entity with the expectation that it will provide a future benefit.
Asset Class	A group of assets having a similar nature or function in the operations and for purpose
Asset Consumption Ratio	Value of infrastructure assets/gross current replacement cost of infrastructure assets.

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Page 1 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024


Key Term - Acronym	Definition
Asset Management	The combination of management, financial, economic, engineering and other practices applied to physical assets with the objective of providing the required level of service in the most cost-effective manner.
Asset Renewal Funding Ratio	Capital expenditure on renewal or replacement of existing assets as a percentage of asset management plans allocation. Capital expenditure on renewal or replacement of existing assets / Asset Management Plan.
Asset Register	A register for reliably recording inventory type details of an asset and may incorporate other information such as condition, valuation and location.
Carrying Amount	The amount at which an asset is recognised after deducting any accumulated depreciation and accumulated impairment losses.
Cost	The amount of cash or cash equivalents paid, or the fair value to acquire an asset at the time of its acquisition or construction.
Cost Model	After recognition as an asset, an item of property, plant and equipment shall be carried at its cost less any accumulated depreciation and any accumulated impairment losses.
Depreciation	The monetary value of an asset decreases over time (useful life) due to use, wear and tear or obsolescence. This decrease is measured as depreciation. Depreciation is the measure of 'using up' or consumption of the asset, in providing that asset to the community and is measured on an annual basis.
Depreciable Amount	The cost of an asset or any other amount substituted for cost, less its residual value.
Fair Value	Is the amount for which an asset could be exchanged between knowledgeable, willing parties in an arm's length transaction.
Gifted Assets	Is an asset constructed by a party other than a Council (typically a developer) and transferred to Council to maintain.
Impairment Loss	Is the amount by which the carrying amount of an asset exceeds its recoverable amount.
Intangible Assets	Are identified as non-monetary assets without physical substance. Some examples of intangible assets include; licences, intellectual property and computer software.

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Page 2 of 11




 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Key Term - Acronym	Definition
Maintenance	Regular ongoing day-to-day work necessary to keep assets operating, and does not extend the asset's useful life e.g. road patching. This is an operating expense as this does not increase the value of the asset.
Materiality	Information is material if its omission, mis-statement or non-disclosure has the potential, individually or collectively, to influence the economic decisions of users taken on the basis of the financial report or affect the discharge of accountability by the management or elected representatives of the Council.
New Asset	Is the creation of a new asset to meet additional service level requirements, e.g. a new building.
Non-current assets	Are assets that have an estimated life of greater than one year. They also include some financial assets that are not expected to be recovered within a year of the reporting date.
Operations	Regular activities of the council e.g. street sweeping, grass mowing, street lighting.
Right Of Use Asset	A right of use asset, or ROU, is a lessee's right to use an asset over the course of a lease.
Renewal or replacement	Of an asset is where a previously existing asset is replaced, or its service life extended, without enhancement of the service capability except where this is incidental and unavoidable. e.g. gravel re-sheeting, reseal, etc.
Residual value	Of an asset is the estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal at the end of its useful life.
Revaluation Model	After initial recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being its fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses. Revaluations shall be made with sufficient regularity to ensure that the carrying amount does not differ materially from that which would be determined using fair value at the reporting date.
Upgrade	Is the enhancement of an existing asset to provide a higher level of service, e.g. sealing an unsealed road.
Useful life	Is defined as the period over which an asset is expected to be available for use by the entity.

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Page 3 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for adopting the policy, allocating resources, and providing high level oversight of the delivery of the Council's asset accounting policy. The Council is also responsible for ensuring that organisational resources are appropriately funded to guarantee adherence with this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for resourcing the implementation of the asset accounting policy and supporting procedures.

5.3 General Managers, Asset Managers, Manager Financial Services:

General Managers, Asset Managers and the Manager, Financial Services are responsible for the application of the asset accounting policy and supporting procedures.


5.4 Employees:

Employees are responsible for adhering to the policy.

6. POLICY STATEMENTS:

- 6.1 This Policy applies the provisions of the Local Government Act 1999 (the Act) Section 124 (Accounting Records to be Kept) regarding Council's Fixed Assets and how financial information pertaining to Fixed Asset transactions and reconciliations are undertaken across all Council operations.
- 6.2 This Policy underpins how Council treats various categories of transactions recorded on its fixed asset register and fixed asset transactions, culminating in their publication in the annual financial statements required under Section 127 (Financial Statements) of the Act.



 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

7. POLICY PRINCIPLES

7.1 Valuation:

Valuation of Assets:

Fair Value - The fair value of assets and liabilities must be estimated in accordance with various Accounting Standards for either recognition and measurement requirements or for disclosure purposes.

Fair Value Hierarchy - AASB 13 Fair Value Measurement requires all assets and liabilities measured at fair value to be assigned to a "level" in the fair value hierarchy as follows:

- **Level 1:** Unadjusted quoted prices in active markets for identical assets or liabilities that the entity can access at the measurement date.
- **Level 2:** Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- **Level 3:** Inputs for the asset or liability that are not based on observable market data (unobservable inputs).

7.2 Depreciation:


Recognition of Depreciation Expense:

- **Commencement** - Depreciation expense commences from the time the asset is first put into use or held ready for use. Work-in-progress will not be depreciated until the asset is first put into use or held available for use.
- **Cessation** - Depreciation of an asset ceases when the asset is fully depreciated, or if the asset is determined to be held for sale. Depreciation does not cease when the asset becomes idle or is retired from active use unless the asset is fully depreciated.
- **Calculation** - In calculating depreciation on assets, each component of the asset which has a cost that is significant in relation to the total cost of the asset and has a materially different useful life, is to be depreciated separately.
- **Leasehold Improvements** - Where improvements are made to a leasehold property, these improvements will be allocated progressively over the unexpired portion of the lease or the useful lives of the improvements, whichever is the shorter. The unexpired period of the lease should include any options to extend the lease term when the exercise of the option is reasonably certain.
- **Non-Recognition Of Depreciation** - Council does not recognise depreciation on the following:
 - Inventories, as they are current assets;
 - Non-current assets whilst classified as held for sale;
 - Land, works of art, rare books, manuscripts, unique historical and cultural objects where their service potential is not expected to diminish with time or use.

7.3 Impairment:

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Page 5 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY		Version No:	4.0
			Issued:	September 2023
			Next Review:	September 2024

- An asset is impaired if the amount at which it is recognised in the Council's financial records is greater than its fair value. Council will ensure that the amount at which an asset is capitalised does not exceed its fair value. This will be reviewed on an annual basis and all impairment losses are to be shown in the operating statement as expenditure.

7.4 Depreciation Methodology:


- Asset Lives** - All assets with a useful life of more than one year (with the exception of the asset classes shown in the Non-Recognition Of Depreciation section above), including intangible assets are depreciated over the useful life of the asset in accordance with Accounting Standards.

Asset-Useful-Lives	
Asset-Class	(Years)
Infrastructure:	
Sealed-Roads	12-150
Unsealed-Roads	40-75
Paving-and-Footpaths,-Kerb-&-Gutter	10-70
Carparks	20-60
Stormwater-Drainage	50-70
Buildings-&-Other-Structures	10-to-100
Waste-Management—Landfill Assets	Capacity-in-use
Open-Space-and-Heritage-Place	10-to-100
Plant-&-Equipment-and-IT	3-to-25
Artworks-&-Historical-Collections	Indefinite
Other	10-to-15
Right-of-Use-Assets	Life-of-the-lease

Asset Useful Lives	
Asset Class	(Years)
Infrastructure:	
Sealed Roads - Surface	15 - 40
Sealed Roads - Road Pavement	40 - 80
Sealed Roads - Road Subbase	120 - 240
Unsealed Roads	12 - 75
Paving and Footpaths	10-40
Kerb & Gutter	60 - 80
Carparks	15 - 240
Public Lighting	20
Stormwater Drainage	50 - 70
Buildings & Other Structures:	
Buildings	15 - 100

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Page 6 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Park Structures	20 - 30
Playground Equipment	20 - 30
Benches, seats, etc	10 - 30
Waste Management – Landfill Assets	Capacity in use
Recreation and Open Space	10 - 100
Plant & Equipment and IT	3 - 30
Artworks & Historical Collections	Indefinite
Other	10 - 15
Right of Use Assets	Life of the lease

- **Depreciation** - Are calculated on a "straight line basis" i.e. the depreciable amount divided by the useful life of the asset.
- **Asset Additions** - Any expenditure that increases the value of the asset, are depreciated over the remaining useful life of the asset to which it relates.
- **Useful Life** - The useful life of an asset will be reviewed at least at the end of each annual reporting period.

7.5 Revaluations

Revaluation Methodology:


- **Asset Valuation** - Council treat the valuation of assets in two ways:
 - Firstly, where an asset is carried at cost and has some useful life after it has been fully depreciated, revaluation of the asset will not occur.
 - Secondly, assets that are carried at fair value will be revalued to ensure assets are not fully depreciated before the end of their useful life.
- **Current Replacement Costs** - Are calculated using Council's own current contract unit rates, industry benchmarks and information supplied by other Councils where available. These costs are independently assessed by an appropriately qualified professional.
- **Condition Audits** - Are undertaken to determine the consumption of the asset and hence its fair value in respect to the replacement cost.

Frequency of Revaluation:

- **Fair Value Assets** - All assets carried at fair value are reviewed annually. To achieve this Council review replacement costs and apply incremental adjustments where material and appropriate for each asset class.
- **Condition Audits** - Are performed as per the asset management plans or where there is a material movement between the carrying value and fair value of the assets.

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Page 7 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

- **Frequency Of Revaluation** - Frequency of revaluation for each asset class is shown in the table below:

Asset Category	Valuer	Frequency
Land	Valuer General	Every 2 years
Buildings & Structures	External	Every 4 years
Infrastructure	External	Every 4 years
Recreation and Open Space	Internal and External	Every 4 years
Storm Water Drainage	External	Every 4 years
Caroline Landfill Waste Costs	Internal	Annually

Revaluations and Accumulated Depreciation:

- **Accumulated Depreciation** - Following a revaluation the accumulated depreciation is restated proportionately to the gross carrying amount of the asset, so that the carrying amount of the asset after revaluation equals its revalued amount. This is a requirement to achieve a comparative in the calculation of the asset consumption ratio.
- **Assets Not Subject To Revaluation** - Plant and equipment, **Public Lighting**, and **IT and Office Equipment** are recognised at actual cost less accumulated depreciation and any accumulated impairment.

7.6 Capitalisation:

Recognition and Thresholds:

- An item of property, plant and equipment that qualifies for recognition as an asset shall be measured at its cost.
- AASB 116 states:

'The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:


(a) it is probable that future economic benefits associated with the item will flow to the entity;

and

(b) the cost of the item can be measured reliably.'
- Council transfer assets to the asset register only when complete.
- Council recognises the capital cost of an asset comprises of:
 - **Purchase Price** - Its purchase price, including import duties and non-refundable purchase taxes, after deducting trade discounts and rebates;
 - **Directly Attributable Costs** - Any costs directly attributable to bringing the asset to the location and condition necessary (for example costs of site preparation,

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Page 8 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

installation and assembly) for it to be capable of operating in the manner intended by Council;


- **Employee Benefits** - Costs of employee benefits arising directly from the construction or acquisition of the item of property, plant equipment e.g. project management costs;
- **Testing** - Costs of testing whether the asset is functioning properly, after deducting net proceeds from selling any items needed to bring the asset to that location and/or condition;
- **Demolition/Removal** - Costs associated with the dismantling and/or removal of the asset and restoration or rehabilitation of the site on which it was located; and
- **Gifted Assets** - AASB 116 provides for a specific example relating to Local Government entities where an asset may be gifted to Council at no or nominal measurable cost. When this occurs, Council's administration is obliged to recognise the asset at fair value.
- **Borrowing Costs** - In relation to qualifying assets (net of offsetting investment revenue i.e. interest) have been capitalised in accordance with AASB 123 "Borrowing Costs". The amounts of borrowing costs recognised as an expense or as part of the carrying amount of qualifying assets are disclosed in the annual financial statements and the amount (if any) of interest revenue offset against borrowing costs.
- Council will classify all capital expenditure into the following categories:
 - New / Upgrade; and
 - Renewal.
- **Threshold** - The following principles will apply:
 - **Materiality** - A capitalisation recognition threshold is applied to each asset type using the concept of materiality. Costs below these thresholds are accordingly treated as an operating expense.
 - **Aggregation** - Where a number of the same assets for the same purpose are purchased at the same time and the cumulative value is greater than the threshold, the cumulative value can be capitalised.
 - **Excluded Classes** - No capitalisation threshold will be applied to the acquisition of land, interest in land, works of art, rare books, manuscripts, unique historical and cultural objects or the Riddoch art collection.

Asset Class:	Capital Threshold
<i>Infrastructure:</i>	
Road construction and reconstruction	\$5,000
Paving & Footpaths, Kerb & Gutter	\$5,000
Carparks	\$5,000
Stormwater Drainage	\$5,000
Buildings & Structures	\$5,000
Waste Management - Landfill Assets	\$5,000
Park & Playground Furniture & Equipment	\$1,000-\$5,000

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Page 9 of 11

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

Open Space and Heritage Place	\$5,000
Other (including IT)	\$1,000 \$5,000
Plant & Equipment	\$5,000
Right of Use Asset	\$5,000

7.7 Disposal Of Assets:

- **Gain Or Loss** - The difference between any net proceeds from disposal (after deducting selling costs) and the remaining carrying value of an asset will be treated as either a gain or loss in the year the asset is retired or disposed of.
- **Renewal** - Where existing assets are renewed the value of the component of the asset that has been renewed is to be disposed and a new asset created. If the part of the asset disposed of has been retained, its value needs to be recognised in the new asset or separated into a new asset component if its useful life differs materially to the new asset.
- **Further Guidance** - Further guidance and controls over the disposal of assets is provided under Council Policy 'P420 Procurement and Disposal of Land and Assets Policy'.


8. TRAINING / EDUCATION

Relevant staff will be adequately trained and qualified to implement and comply with this policy.

9. REVIEW

This Policy will be reviewed annually; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the Manager, Financial Services.

 City of Mount Gambier	COUNCIL POLICY ASSET ACCOUNTING POLICY	Version No:	4.0
		Issued:	September 2023
		Next Review:	September 2024

10. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/48
Applicable Legislation:	Local Government Act 1999 Local Government (Financial Management) Regulations 2011
Reference: Strategic Plan – Beyond 2015	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy
Related Procedures:	


DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
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<u>Document History</u> First Adopted By Council: Reviewed/Amended:	19 April 2022 13 December 2022

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Page 11 of 11



 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

1. INTRODUCTION:


- **Effective Risk Management** - Internal control is a key factor in ensuring that the Council is effectively and efficiently managed and that its resources are not misused or misappropriated. These controls are integral to the effective risk management of Council activities and to ensure there are appropriate policies and procedures that promote the achievement of Council's goals and objectives.
- **Internal Control System** - Internal control is not limited to financial matters. An effective internal control environment will provide the means by which Council can successfully address and mitigate many risks. The internal control system should be designed to consider the financial, information, technological, human resource, political and legislative activities of Council.
- **Residual Risk** - In establishing and assessing internal control practices it is necessary to recognise that a certain level of risk will continue to exist. The purpose of internal control is to provide assurance that the internal risks faced by Council are minimised or contained to acceptable levels.

2. PURPOSE:

- **Legislation** - Consistent with the objectives and requirements of the Local Government Act 1999 and Local Government (Financial Management) Regulations 2011, Council has a responsibility to ensure that its activities are conducted in an efficient and risk effective manner that is compliant with its policies and procedures.
- **Framework** - This Policy describes the purpose and major factors to be considered in the development of an effective internal control framework. It provides a framework to assist in the development of policies, practices and procedures to collectively ensure that the financial and non-financial activities of Council are conducted in a proper manner.
- The purpose of internal control and this policy is to provide assurance that:
 - **Internal Risks** - The internal risks faced by Council are contained to acceptable levels;
 - **Management** - Council is effectively managed;
 - **Council Resources** - Council's resources are not misused or misappropriated;
 - **Policies and Procedures** - Council is managed efficiently and effectively, with appropriate policies and administrative procedures that promote the achievement of its goals and objectives; and
 - **Risk Management** - Effective risk management is integrated into Council operations.

3. SCOPE:

This Policy is applicable to all Council Staff.

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

4. DEFINITIONS:

Key Term - Acronym	Definition
Internal Control	Can be broadly defined as a process supported by the Organisation's policies, procedures and practices which collectively provide a reasonable assurance the achievement of objectives in the following categories: <ul style="list-style-type: none"> • Effectiveness and efficiency of operations; • Reliability and accuracy of financial data; and • Compliance with policies, procedures, legislation and regulations.
Internal Control Framework	Refers to policies, practices and procedures of Council which are designed to provide assurance that the activities and functions of council are carried out in an effective and efficient manner, with records being maintained accurately and the assets of council being protected and secured.
Management	Includes the General Managers, Managers and Co-ordinators.
Employee	Includes persons employed by the Council, volunteers, trainees, work experience placements, independent consultants and contractors and other authorised personnel offered access to the Council's resources.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for the Internal Controls Policy of Council and for the adoption of this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for the development and implementation of the Internal Control Framework to ensure that the objectives of Council are achieved in an effective and efficient manner.


5.3 Management (as defined above):

Management are responsible for the development of adequate internal controls and their implementation, evaluation and revision on an ongoing basis in respect to all of the functions of Council under their control to ensure as far as practicable that:

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Page 2 of 7

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

- **Reports** - Financial records and other relevant information databases completely and accurately reflect the actual operational activities and the timely preparation of reports;
- **Assets** - Are safeguarded from unauthorised use or disposal;
- **Irregularities** - Are prevented, or detected and corrected if they occur;
- **Legislative Compliance** – Is maintained; and
- **Risk Approach** - Management when developing the framework is encouraged to adopt a risk management approach when identifying and assessing Councils risks and applying a cost/benefit analysis in the development of internal controls.

5.4 Employees:

Employees are responsible for:

The day to day management of the Internal Control Framework in their respective work areas.

- **Duties** - Conducting their duties in accordance with Council policies, operating guidelines and practices of Council.
- **Reporting** – Reporting to management instances where they consider that internal control procedures are inadequate or are not being met.
- **Best Practice** - Promoting a best practice approach in support of effective business practices and properly functioning controls.
- **Assessments and Reviews** - Conducting assessments and reviews of internal controls and entering the results of these into relevant internal control framework databases.

5.5 Audit and Risk Committee:


- The Audit and Risk Committee is responsible for the monitoring and review of the effectiveness of Council's internal controls and risk management systems.
- Where appropriate the Committee may recommend and provide feedback on the statements to be included in the annual report concerning internal controls and risk management.
- In addition, if required, the Audit and Risk Committee should also raise concerns with Council staff and Council.

5.6 External Auditor:

The external auditor must give an audit opinion on the audited financial statements of Council. The financial statement must also comply with accounting standards and principles along with information as prescribed in the Local Government (Financial Management) Regulations 2011.

Section 129 of the Local Government Act 1999 and regulation 19(3) of the Local Government (Financial Management) Regulations 2011 provide that the auditor in addition to the above must examine the internal controls exercised by the Council. These controls are in relation to the following:

- **Money** - Receipt, expenditure and investment of money;
- **Property** - The acquisition and disposal of property; and

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

- **Liabilities** - The incurring of liabilities' and provide an audit opinion as to whether the controls are sufficient to provide reasonable assurance that the financial transactions of the council have been conducted properly and in accordance with law.

6. INTERNAL CONTROL ENVIRONMENT:

- 6.1 Strategies to maintain sound internal controls are based on risk analysis of the internal operations of Council, with a focus on the key elements of:
- **Organisation Environment** - The structure and broad policies adopted to manage the organisation and assist employees to carry out their roles and functions.
 - **Information System** - The methods and procedures used to collect collate and distribute financial and non-financial information.
 - **Processing System** - The mechanisms in place to ensure that transactions are captured checked and verified. The use of technology with automated controls and strengthens the internal control environment.
- 6.2 **Approach** - An internal control framework should be based on a pro-active risk management approach that includes regular review and identification of the risks that exist within the Council operations. Council will maintain an effective Risk Management Framework with internal controls included as an integral part of that framework. An appropriate internal control measure is applied to each key activity in order to reduce the inherent risk of that activity to an acceptable level.
- 6.3 **Risks** - Risks should be identified and assessed, and then an appropriate internal control framework developed and implemented to reduce the potential impact of those risks. This should include an analysis to assess whether the cost of a new or modified control is likely to provide a net positive benefit.
- 6.4 **Risk Assessment** - In establishing and assessing internal control practices, it is necessary to recognise that in practical terms a certain level of risk will always exist within organisations.
- 6.5 Controls can be allocated to three categories:
- **Preventative** - Processes put in place to avoid undesirable events from occurring.
 - **Detective** - Processes put in place to detect and subsequently correct undesirable events that have already occurred.
 - **Directive** - Processes put in place to encourage a desirable event to occur.


7. POLICY PRINCIPLES

The Principles guiding a strong Internal Controls environment include:

- **Existence** - Assets and liabilities of the entity exist at a given date;
- **Valuation** - Assets or liabilities are recorded at the appropriate carrying value;
- **Occurrence** - Recorded transactions or other events occurred during the relevant period;
- **Authorisation** - Control is established at source and only properly authorised transactions are processed;
- **Segregation of duties** - Responsibility for executing a transaction, recording the transaction and maintaining custody of the assets and/or liabilities resulting from a transaction should be assigned to different individuals or departments;
- **Completeness** - There are no unrecorded assets, liabilities, transactions or other events or undisclosed items;

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Page 4 of 7

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY		Version No:	2.0
			Issued:	September 2023
			Next Review:	September 2027

- **Measurement / Recording** - A transaction or event is recorded at the proper amount and revenue or expense is allocated to the proper period (facilitated by the use of IT data integrity); and
- **Disclosure** - Particular components of the financial report are properly disclosed, classified and described.

8. TRAINING / EDUCATION:

- 8.1 It is the responsibility of Council Administration to provide adequate training and support for staff.
- 8.2 Training will be provided to staff as part of the induction process and be refreshed as part of the two yearly review process.

9. REPORTING:

- 9.1 ~~Governance and Property Department~~ **Financial Services Department** - The Manager ~~Governance and Property~~ **Financial Services** will present a report outlining the results of the review to the Executive Leadership Team and Audit and Risk Committee. The Manager will also monitor progress of action plans and regularly report to the Executive Leadership Team and the Audit and Risk Committee.
- 9.2 **Audit and Risk Committee** - The Audit and Risk Committee will receive progress reporting of actions taken by the Administration in relation to required control improvements. The Audit and Risk Committee will monitor the scope of the assessment and the recommended improvements to ensure best practice, accountability and efficient, effective and compliant systems

10. REVIEW:


This Policy will be reviewed **annually in four years**; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the General Manager, Corporate and Regulatory Services.

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Page 5 of 7

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

11. ACCESS TO THE POLICY

This Policy will be available for inspection at Council's principal office during ordinary business hours and on the Council's website www.mountgambier.sa.gov.au. Copies will also be provided to interested members of the community upon request, and upon payment of a fee in accordance with Council's Schedule of Fees and Charges.

File Reference:	AF18/53
Applicable Legislation:	Local Government Act 1999 Sections 125, 126, -and 129, and 130. Local Government (Financial Management) Regulations 2011 Regulations 4, 10A, and 19 (3)
Reference: Strategic Plan – 2020-2024	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy Risk Management Policy
Related Procedures:	Better Practice Model - Financial Internal Control for South Australian Councils (SALGFMG)


DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	
Last revised date:	
Effective date:	
Minute reference:	
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Document History First Adopted By Council: Reviewed/Amended:	16 August 2022

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Page 6 of 7

 City of Mount Gambier	DRAFT - COUNCIL POLICY INTERNAL CONTROLS POLICY	Version No:	2.0
		Issued:	September 2023
		Next Review:	September 2027

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Page 7 of 7



 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

1. INTRODUCTION:

There is a diverse range and level of funding that Council can apply for in relation to its own activities or any regional activities that Council is involved with. This policy outlines the factors that must be considered prior to applying for External Grant Funding.

2. PURPOSE:

- 2.1 **Secure Grant Funding** - Council recognises that opportunities to secure grants for specific projects or purposes arise periodically.
- 2.2 **Purpose** - The purpose of the External Grants Policy (the "Policy") is to enable Council to pursue such opportunities and provide efficient service delivery by:
- **Framework** - Establishing an effective, sustainable and risk-focused framework for managing, monitoring and evaluating grants provided by external organisations; and
 - **Strategic Alignment** - Determining a consistent and objective analysis aligned to Corporate Strategy prior to application for external grant funding.

3. SCOPE:

- 3.1 This policy applies to all grants that require applications to be made. The policy applies to all Council staff as follows:
- **Partners** - Where Council is one of a number of partners in a joint external funding application;
 - **On Behalf Of Others** - Where Council auspices an external grant on behalf of another organisation;
 - **Grant Renewal** - Where an application is being made for renewal of a currently held grant;
 - **Variations** - Where funding provided approves a grant application with variations to the original proposal.

4. DEFINITIONS:

Key Term - Acronym	Definition
Arrangement	Means the agreement that governs the award of funds upon successful application. This includes arrangements of both unconditional 'once-off' payments and arrangements which prescribe specific terms, conditions, and/or obligations in order to secure the funds.
Budgeted amount	Means the amount allocated for a particular project by a Council adopted budget.

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

Key Term - Acronym	Definition
External Grant	Any assistance by way of a sum of money or other resource provided to Council by State, Federal or non-government agencies on the condition that the assistance is used for a specified purpose.
Funding Agreement	<p>A legally enforceable agreement setting out the terms and conditions governing funding determined by the grant-giving organisation. The form of the agreement will depend on the intent of the grant and the degree of control required.</p> <p>The forms of enforceable funding agreements include:</p> <ul style="list-style-type: none"> • Deed; • Contract; and/or • Exchange of letters.
Management	Includes the General Managers, Managers and Co-ordinators.
Short Lead Time	The deadline by which the application is to be submitted is such that Council approval at an upcoming meeting is not viable; or to achieve Council approval prior to submission of an application would result in a failure to meet the application deadline.

5. ROLES & RESPONSIBILITIES:

5.1 Council:

Council is responsible for the External Grant Funding Policy of Council and for the adoption of this policy.

5.2 Chief Executive Officer:

The Chief Executive Officer is responsible for the development and implementation of the External Grant Funding Policy to ensure that the objectives of Council are achieved in an effective and efficient manner.

5.3 Management (as defined above):

Management is responsible for the provision of background information and recommendations in relation to applications in their areas of work.

5.4 Relevant Staff:

- **Grant Register Administration** - It is the responsibility of the respective Finance Officer to ensure that data is maintained on a consistent basis and is complete.

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Page 2 of 6

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

- **Grant Register Data Provision** - It is the responsibility of the staff member with responsibility for the grant application/management to ensure that all relevant information is provided for inclusion in the register.

6. POLICY CONTENT:

- 6.1 **Grant Terms Compliance** - Before applying for a grant, it is important to ensure that Council is able to comply with the terms of the grant.
- 6.2 **Type Of Grant Funds** - There are a number of grant funds that generally have one or more of the following attributes:
- **Restricted** - Grant funds to be used for specific programs or purposes;
 - **Unrestricted** - Grant Funds may be used for any operating purpose;
 - **Refundable** - Grant Funds to be returned if terms of the grant are not met' and
 - **Non-Refundable** - Grant Funds are retained regardless of outcome.
- 6.3 **Authorisation/Approval:**
- **Formal Council Resolution** - Is required in the following circumstances:
 - **Above \$50k** - prior to grant funding being applied for where Council's contribution is more than \$50,000.00 that are not included in the Annual Budget.
 - **Grant Term Compliance** - Where there is a requirement to have a Council resolution in support of the grant application.
 - **Council Approval Not Required** - For the avoidance of doubt, Council approval will not be sought for an application that does not impact Council's budget, and any additional costs or resourcing is provided for by the funding amount.
 - **Short Lead Time** - It is recognised that at times there is a short lead time for external grant applications that does not allow sufficient time for the proper authorisations. Should this occur, the Chief Executive Officer will authorise the application, if the funding application is successful, a report must be provided to Council before the funding agreement is signed.
 - Grants must not be applied for unless approval is obtained from one of the following:
 - **Staff With Appropriate Delegations** - Employees delegated to commit expenditure that has been allocated in an existing budget line; or
 - **Council** - Supported by a Council resolution.
- 6.4 **Assessment Process:**
- **Considerations** - Before applying for a grant, an assessment should be carried out on the likely impact of the grant on Council. Questions to consider include:
 - **Strategic Alignment** - Does the grant align with Council's Strategic Management Plan?
 - **Partnerships** - What are the links and/or partnerships it will provide?
 - **Impact** - What impacts will it have on Council business?

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

- **Capacity/Capability** - Does Council have the capacity and expertise to carry out the task for which they are receiving the grant?
 - **Governance/Compliance** - Are the necessary processes and requirements in place i.e. legal, governance, supervision, record-keeping etc.?
 - **Risks** - What are the risks and emerging issues that may affect council's obligations to fulfil the obligations under the grant?
 - **Whole of Life** - Whole of Life cost impacts if relevant (in particular maintenance and renewal in the case of assets).
 - **Council Contribution** - Councils required contribution (both cash and in-kind)
- 6.5 **Conflict of Interest** - Council members must be committed to making decisions without bias and in the best interests of the whole community and comply with the relevant conflict of interest provisions of the Local Government Act 1999.
- 6.6 **Grant Revenue Recognition** - Is aligned with *AASB 15 Revenue from Contracts with Customers* and *AASB 1058 Income of Non-for-Profit Entities*:
- **Tied Grants** - i.e. the performance obligation(s) arising from the transaction are 'sufficiently specific' and 'enforceable' which means a specific project with agreed outcomes with grant money that would need to be paid back if performance obligations are not met. In terms of recognition this means:
 - **Grants received in advance** - Revenue is not recognised in the income statement and a liability is recognised until performance obligations are met; or
 - **Grants received in arrears** - Revenue is recognised when the performance obligations are met.
 - **Untied Grants** - For grants where there is no specific performance obligation the revenue is recognised upon receipt of funds.

7. TRAINING / EDUCATION:

- 7.1 It is the responsibility of Council Administration to provide adequate training and support for staff.
- 7.2 Training will be provided to relevant staff as part of the induction process and be refreshed as and when required.

8. REPORTING:

- 8.1 **Executive Leadership Team (ELT Reporting)** - An information report will be provided to ELT that summarises the following
- **Application Outcome** - Where external Grant Funding applications are successful or unsuccessful;
 - **Scope Change** - Where the scope of a funded project is significantly changed to the extent that was originally agreed; and
 - **Project Completion** - Where external Grant Funding expenditure is completed.

9. RISK MANAGEMENT:

This policy incorporates principles of risk management while application of the policy will occur consistent with the council Risk Management Framework.

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Page 4 of 6

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY		Version No:	1.0
			Issued:	September 2023
			Next Review:	September 2027

10. REVIEW:

This Policy will be reviewed in four years; or

- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related policies and procedures; or
- If deemed necessary by the General Manager, Corporate and Regulatory Services.

11. ACCESS TO THE POLICY

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File Reference:	AF18/53
Applicable Legislation:	Local Government Act 1999: Section 133 states that Council may obtain funds as permitted by or under this or another Act as may otherwise be appropriate in order to carry out its functions under this or another Act i.e. by obtaining grants and other allocations of money.
Reference: Strategic Plan – 2020-2024	Goal 3, Strategic Objective Our Diverse Economy
Related Policies:	A900 Asset Management Policy P420 Procurement and Disposal of Land and Assets Policy B300 Budget Framework Policy Risk Management Policy
Related Procedures:	To be developed further to the adoption of this policy.

DOCUMENT DETAILS

Responsibility:	General Manager Corporate and Regulatory Services
Version:	
Last revised date:	
Effective date:	

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Page 5 of 6

 City of Mount Gambier	DRAFT - COUNCIL POLICY EXTERNAL GRANT FUNDING POLICY	Version No:	1.0
		Issued:	September 2023
		Next Review:	September 2027

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Next review date:	
<u>Document History</u> First Adopted By Council: Reviewed/Amended:	



16.3 INFRASTRUCTURE VALUATION – REPORT NO. AR23/60163

Committee:	Audit and Risk Committee
Meeting Date:	11 September 2023
Report No.:	AR23/60163
CM9 Reference:	AF11/863
Author:	Julie Scoggins, Manager Financial Services
Authoriser:	Jane Fetherstonhaugh, General Manager Corporate and Regulatory Services
Summary:	The purpose of this report is to summarise the combined financial impacts of the draft unaudited external asset revaluation and the revised useful economic lives.
Strategic Plan Reference:	Goal 1: Our People Goal 2: Our Location Goal 3: Our Diverse Economy Goal 4: Our Climate, Natural Resources, Arts, Culture and Heritage Goal 5: Our Commitment

REPORT RECOMMENDATION

1. That Audit and Risk Committee Report No. AR23/60163 titled 'Infrastructure Valuation' as presented on 11 September 2023 be noted.



TYPE OF REPORT

Other

BACKGROUND

1. **Australian Accounting Standards Requirement** - Australian Accounting Standards require assets to be periodically independently revalued. Generally accepted accounting practice is for this to occur at least once every five years. Council Infrastructure assets were last independently valued in 2018 so an external revaluation is required in 2023.
2. **Previous Infrastructure Valuations** - Previous condition audits and valuations were undertaken by Council staff.
3. **Outsourcing of Condition Audits and Valuations** - Further to initial discussions with Dean Newbery and Partners (external auditors), it was decided that Council would outsource both the condition audits and valuations for this significant asset class.
4. **Interim Audit 2022/2023 Detailed Audit Findings** - Further to the interim audit and recommendation Council Administration committed to bring a report to a Special Audit and Risk Committee Meeting in August/September 2023 (as shown in the table below).

Audit Matter Reference	Audit Priority Rating	Audit Finding & Recommendation	Management's Response	Expected Completion Date
1.	Moderate	<p>Council is currently in the process of completing revaluations of the Roads, Footpaths, Kerbs and Guttering asset classes. Council has engaged external consultants to perform the asset valuations which is to be applied with an effective valuation date of 30 June 2023.</p> <p>It is important that Council's Administration also undertakes its own internal due diligence on all asset valuation information and data prior to being adopted by Council to ensure that assumptions applied (by external valuers) are consistent with Council's own adopted asset service standards and asset management practices.</p> <p>Given the material nature of asset valuations, we recommend that the due diligence performed by the Administration along with the asset valuations reports be presented to the Audit and Risk Committee for their consideration.</p> <p>Once asset valuations have been completed, we recommend Council undertakes an update to its Infrastructure Asset Management Plans (IAMP) and Long-Term Financial Plan (LTFP), to ensure that updated assumptions regarding future maintenances funding, asset replacement cost and forecasted depreciation expense are all reflected.</p>	<p>Further to the condition audits for all Infrastructure asset categories Council staff have contracted out the completion of the revaluation.</p> <p>City Infrastructure and Financial Services staff are working with the consultants to build the revaluation.</p> <p>The asset valuation reports will be brought to a special Audit and Risk Committee to be scheduled in August/September along with a revised Asset Accounting policy that will be aligned with the recommendations from the revaluation.</p> <p>Further to the IAMP and LTFP review undertaken with current draft documents endorsed by Council for public consultation, another version of both documents will be taken to Council for review in December for adoption in January.</p>	<p>August/September 2023</p> <p>January 2024</p>

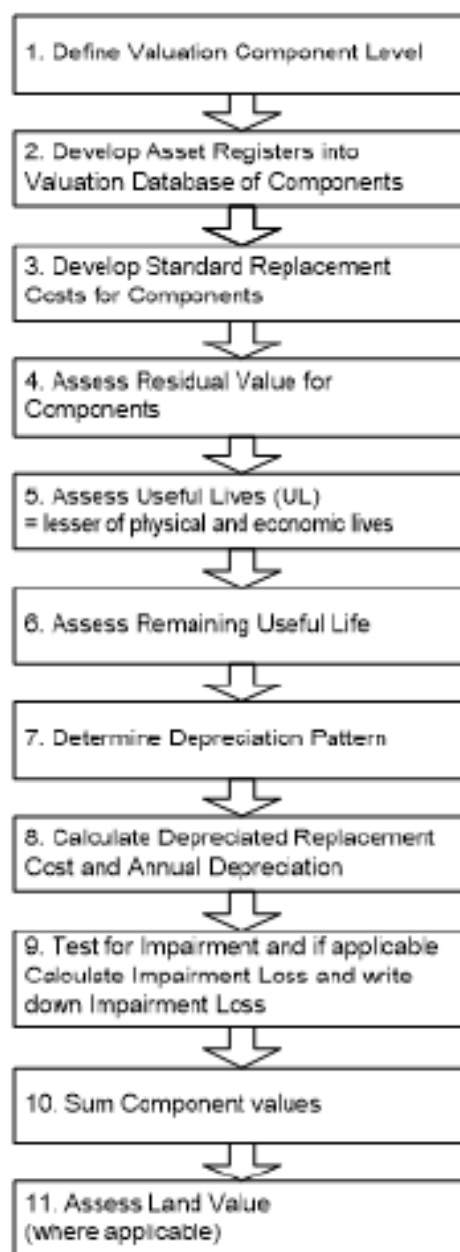
5. **Condition Audits** - This activity for the Infrastructure asset class was outsourced and undertaken from December 2022 to March 2023.
6. **Asset Valuation** - An external organisation were selected to undertake the valuation for the Infrastructure assets. They were able to deliver the required service within agreed milestones and are recognised as sector experts with access to a database including information from approximately 250 councils.

PROPOSAL

1. **Revaluation Undertaken** - The valuers undertook a revaluation of Council's Infrastructure (non-current assets) Financial Class, for the purposes of Accounting Compliance (Fair Value) in accordance with the Australian Accounting Standards which include:
 - AASB13 – Fair Value Measurement;
 - AASB116 – Property Plant and Equipment;
 - AASB5 – Assets Held for Sale; and
 - AASB136 – Impairment.
2. **Procedures and Methodology** - As shown below:



- 2.1 **Valuation Approach** - In performing the valuation is in accordance and guidance of the relevant Australian Accounting Standards and the Code Update 28. 1 The Australian Infrastructure Financial Management Guidelines (AIFMG) issued by the Institute of Public Works Engineering Australasia has been applied to guide the revaluation process.



- 2.2 **Fair Value** - The asset values are based upon the Fair Value of these assets as per AASB13 Fair Value Measurement (i.e. fair value is the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date).

- 2.3 **Valuation techniques used to derive fair value** - Are as follows:

- **Specialised Assets** - Most public sector infrastructure assets are considered specialised assets, as they are designed to provide goods or services to meet specific community obligations that cannot be feasibly fulfilled through other means. As a result, these assets often have no practical alternative uses, as Council is mandated to continue providing these essential services to the community. Therefore these assets were valued using Level 3 valuation inputs using the cost approach.



- **Componetisation** - The approach estimates the replacement cost for each asset by componentising each asset into significant parts with different useful lives and considering a range of factors, where appropriate.
 - **Highest and Best Use** - All assets valued at Fair Value are being used for their highest and best use.
3. **Valuation Scope** - The Infrastructure financial sub-classes included in the valuation scope with an effective valuation date of 30 June 2023 and valued on the fair value basis are as follows:
- Roads;
 - Kerbing and footpaths;
 - Car parks; and
 - Traffic signals.
4. **Assets not included in the valuation scope** - The following assets have been excluded from this valuation:
- **Assets owned by others** - Transport infrastructure assets owned and maintained by other government authorities and/or private owners.
 - **Stormwater Assets** - have also been excluded from this valuation and will be valued as at 1 July 2023.
 - **Public Lighting** - Whilst part of this asset class, public lighting will be valued at cost for the luminaires purchased as part of the LED Lighting project delivered in the Financial Year 2023.
5. **Valuation Summary** - The table below shows the fair value of the assets covered by the attached valuation report:

Asset Type/Component	Level of Valuation Input	Replacement Cost	Accumulated Depreciation	Fair Value	Annual Depreciation
Footpaths	Level 3	\$24,278,619	\$6,326,453	\$17,952,166	\$696,075
Kerb & Gutter	Level 3	\$70,054,633	\$15,034,505	\$55,020,128	\$886,815
Road Seals	Level 3	\$24,050,358	\$5,436,431	\$18,613,927	\$1,042,394
Road Pavement	Level 3	\$55,804,655	\$12,503,536	\$43,301,119	\$777,881
Road Subbase	Level 3	\$64,572,832	\$13,939,834	\$50,632,998	\$296,039
Carpark Surface	Level 3	\$1,492,636	\$448,322	\$1,044,314	\$71,465
Carpark Pavement	Level 3	\$6,027,351	\$1,947,324	\$4,080,027	\$120,547
Traffic Signals Controller	Level 3	\$354,467	\$216,679	\$137,787	\$23,631
Traffic Signals Lanterns	Level 3	\$229,621	\$103,096	\$126,525	\$22,962
Traffic Signals Site	Level 3	\$3,541,836	\$1,725,801	\$1,816,036	\$70,837
Traffic Signals Detectors	Level 3	\$435,942	\$230,081	\$205,862	\$43,594
Totals		\$250,842,950	\$57,912,063	\$192,930,887	\$4,052,240

6. **Data Currency** - Transport asset information is based on inspections undertaken in mid-2023. The contractor inspected all assets within the Council boundary and confirmed asset attribute details such as asset types, widths, lengths, counts and related condition scores.
7. **Unit Rates** - Data sources have included Council's most recent project costs, tendered rates and published rates such as ARC360© and Rawlinson's Construction handbook.
8. **Analysis of Results/Financial Impact** - As shown in the table below the expected financial impact as follows:
- 8.1 **Fair Value as a Percentage of gross (or nominal) replacement cost** - The valuation was confirmed as reasonable and within expectations with a remaining service index of 76.9%. This determination was based upon the following:
- **Benchmarking** - In general the condition of assets is similar when compared to other similar councils.
 - **Current and Historical Practices** - With regards to capital and maintenance expenditure.



City of Mount Gambier 30/6/2023 Financial Revaluation - Unaudited			
Asset Type/Component \$'000s	Replacement Cost	Fair Value	Fair Value %
Footpaths	\$24,279	\$17,952	73.9%
Kerb & Gutter	\$70,055	\$55,020	78.5%
Road Seals	\$24,050	\$18,614	77.4%
Road Pavement	\$55,805	\$43,301	77.6%
Road Subbase	\$64,573	\$50,633	78.4%
Carpark Surface	\$1,493	\$1,044	70.0%
Carpark Pavement	\$6,027	\$4,080	67.7%
Traffic Signals Controller	\$354	\$138	38.9%
Traffic Signals Lanterns	\$230	\$127	55.1%
Traffic Signals Site	\$3,542	\$1,816	51.3%
Traffic Signals Detectors	\$436	\$206	47.2%
Totals	\$250,843	\$192,931	76.9%

8.2 Comparison to Prior Financial Statements:

- The following table provides a summary of changes between the values reported in the prior financial statements and the valuation. Please note that the explanation for the variances is aligned with the commentary included in point 8.3:

Asset Type/Component \$'000s	2022 Closing Fair Value	2023 Revaluation Fair Value	Fair Value Variation
Footpaths	\$16,227	\$17,952	10.6%
Kerb & Gutter	\$40,364	\$55,020	36.3%
Road Seals	\$11,466	\$18,614	62.3%
Road Pavement	\$36,974	\$43,301	17.1%
Road Subbase	\$897	\$50,633	5544.0%
Carpark Surface	\$0	\$1,044	-
Carpark Pavement	\$7,456	\$4,080	-31.3%
Traffic Signals Controller	\$0	\$138	-
Traffic Signals Lanterns	\$0	\$127	-
Traffic Signals Site	\$1,422	\$1,816	60.8%
Traffic Signals Detectors	\$0	\$206	-
Totals	\$114,806	\$192,931	68.0%

8.3 Increase in Fair Value of \$77m or 66% (compared to what was recorded in the Civic Authority system) - Is due to the following:

- Unit Rates** - Were not revised/indexed since 2018 (the previous valuation). These have now been revised based on recent procurement activity, contracted rates, and benchmarking.
- New Condition Data Mid 2023** - The methodology applied has been standardised across all assets.
- Updated Attribute Data** - The standard of materials and quantities data has improved further to the previous valuation.
- Current Service Levels Acknowledged** - Current service levels have been recognised at this stage e.g. 75mm for concrete footpath rather than 100mm sector standard.
- Componentisation** - Paragraph 43 of AASB116 require that each part of the asset with a cost that is significant in relation to the total cost of the asset be depreciated separately. Previous valuations did not separately identify the following components, which has been rectified in this valuation:
 - **Road subbase** - Useful lives have been revised to reflect the complexities of this asset portfolio to account for road surface, pavement and base components.
 - **Carparks** - One accounted for one component. Useful lives have been revised to reflect the complexities of this asset portfolio to account for carpark, surface and pavement components.

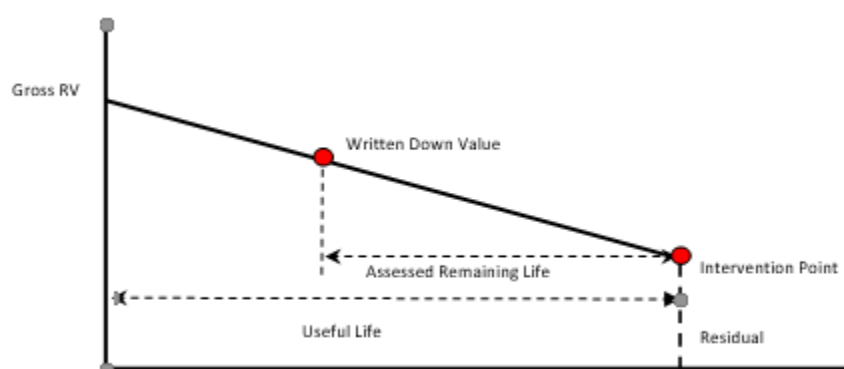


- **Traffic Signals** - One accounted for one component. Useful lives have been revised to reflect the complexities of this asset portfolio to account for lantern, site, controller and detector loop components.

It should also be noted that the change in compliance with AASB116 has been substantiated using local knowledge and benchmarking with similar councils.

8.4 **Depreciation** - Depreciation has increased by \$0.5m when compared to what was held in the Civica Authority system (as shown in the table below). It is worth noting the following:

- **Unit Rates** - Please refer to the above. Unit rates have been updated to reflect recent pricing.
- **Asset Lives** - Further to advice provided previously by Audit and Risk Committee members, benchmarking information and acknowledgement of current service levels asset lives have been updated aligned with similar Councils and adjusted where required to reflect current service levels (for example a reduction in asset lives for footpaths). These updated asset lives have been included in the Draft Asset Accounting Policy included in this agenda.
- **Condition Data** - As detailed above.
- **Depreciation Methodology** - It is proposed Council apply a straight-line condition-based remaining life approach when calculating the remaining life of the asset.



11

- **Remaining Life** - Remaining life and subsequent service potential has been determined and applied in line with the following ratings (noting that different asset types have different remaining useful lives/written down value ratios):
 - **Brand New** - Condition rating 0;
 - **Very Good - No Defects** - Condition rating 1;
 - **Good - Nil To Minor Defects** - Condition rating 2;
 - **Fair - Some Defects** - Condition rating 3;
 - **Poor - Plan For Renewal** - Condition rating 4;
 - **Very Poor - Requires Capex** - Condition rating 5; and
 - **EoL - No Service Potential** - Condition rating 6.
- **Residual Value** - No allowance has been made for residual value in this valuation as it is considered doubtful that any material value will be recoverable from Council's Infrastructure assets at the end of their useful lives.



City of Mount Gambier 30/6/2023 Financial Revaluation - Unaudited				
Asset Type/Component	Replacement Cost	Accumulated Depreciation	Fair Value	Annual Depreciation
Footpaths	\$24,278,619	\$6,326,453	\$17,952,166	\$696,075
Kerb & Gutter	\$70,054,633	\$15,034,505	\$55,020,128	\$886,815
Road Seals	\$24,050,358	\$5,436,431	\$18,613,927	\$1,042,394
Road Pavement	\$55,804,655	\$12,503,536	\$43,301,119	\$777,881
Road Subbase	\$64,572,832	\$13,939,834	\$50,632,998	\$296,039
Carpark Surface	\$1,492,636	\$448,322	\$1,044,314	\$71,465
Carpark Pavement	\$6,027,351	\$1,947,324	\$4,080,027	\$120,547
Traffic Signals Controller	\$354,467	\$216,679	\$137,787	\$23,631
Traffic Signals Lanterns	\$229,621	\$103,096	\$126,525	\$22,962
Traffic Signals Site	\$3,541,836	\$1,725,801	\$1,816,036	\$70,837
Traffic Signals Detector	\$435,942	\$230,081	\$205,862	\$43,594
Totals	\$250,842,950	\$57,912,063	\$192,930,887	\$4,052,240

Comparison to Authority Finance System				
Financial Subclass	Replacement Cost	Accumulated Depreciation	Fair Value	Annual Depreciation
Footpaths	\$18,471,838	\$4,159,967	\$14,311,871	\$379,310
Kerb & Gutter	\$58,006,239	\$17,831,271	\$40,174,968	\$830,735
Road Seals	\$19,671,488	\$8,116,352	\$11,555,136	\$1,171,611
Road Pavement	\$58,006,239	\$17,831,271	\$40,174,968	\$830,735
Road Subbase	\$1,312,915	\$193,552	\$1,119,364	\$8,560
Carpark	\$10,612,976	\$3,355,205	\$7,257,770	\$256,058
Traffic Signals	\$2,159,757	\$772,231	\$1,387,526	\$53,612
Totals	\$168,241,451	\$52,259,849	\$115,981,603	\$3,530,622

9. **Impairment** - All Infrastructure assets (as per the scope) have been assessed for impairment and no assets were identified to be held in excess of their recoverable amount.

LEGAL IMPLICATIONS

Accounting Standards:

In accordance with AASB13 CI 89 the most reliable inputs have been used for this revaluation with information as provided by Council. All assets within this Financial Class were valued using the cost approach. There were no assets valued where it was assumed that the highest and best use was other than its current use.

STRATEGIC PLAN

Asset management is a key component of Council's Strategic Plan.

COUNCIL POLICY

Asset Accounting Policy

A900 Asset Management Policy

ECONOMIC IMPLICATIONS

The valuation was been updated to reflect recent market conditions.

ENVIRONMENTAL IMPLICATIONS

N/A

SOCIAL IMPLICATIONS

N/A

CULTURAL IMPLICATIONS

N/A

RESOURCE IMPLICATIONS

VALUE FOR MONEY

N/A



RISK IMPLICATIONS

N/A

EQUALITIES AND DIVERSITY IMPLICATIONS

N/A

ENGAGEMENT AND COMMUNICATION STRATEGY

N/A

IMPLEMENTATION STRATEGY

The valuation data will be used to inform future budgets, Council's Long Term Financial Plan and future financial statements.

CONCLUSION AND RECOMMENDATION

That the Audit and Risk Committee review and note the contents of this report as the draft unaudited Infrastructure revaluation as at 30 June 2023.

ATTACHMENTS

Nil

